New York State
Office of the State Comptroller

Handbook for Reporters of Unclaimed Funds
NYCD Diskette Installation and User Manual
Office of Unclaimed Funds

February 2015

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Overview

To eliminate paper reporting and simplify the reporting process, the New York State Comptroller's Office of Unclaimed Funds has developed an electronic reporting system. You can obtain the application on CDROM or you can download a copy from OSC's Unclaimed Funds Internet Site

Important features are:

- The application's windows are arranged in a manner that leads you through the reporting procedure correctly.
- The application utilizes Microsoft® Access, a relational database. Using a relational database reduces data redundancy. You only need to enter account information once when reporting a multiple owner account.
- Each account usually has two kinds of information: the account information and the owner information. The Account/Owner window shows the account information on the left side of the window and the owner information on the right.
- Copy features allow you to copy an account title from the Owner Name field and to copy the address for multiple owners with the same address.
- The application links all owners to an account if the account has more than one owner.
- Online help provides instruction for using the application. Whenever you have a question, simply press the F1 key to open the help window and locate the necessary information.

Requirements

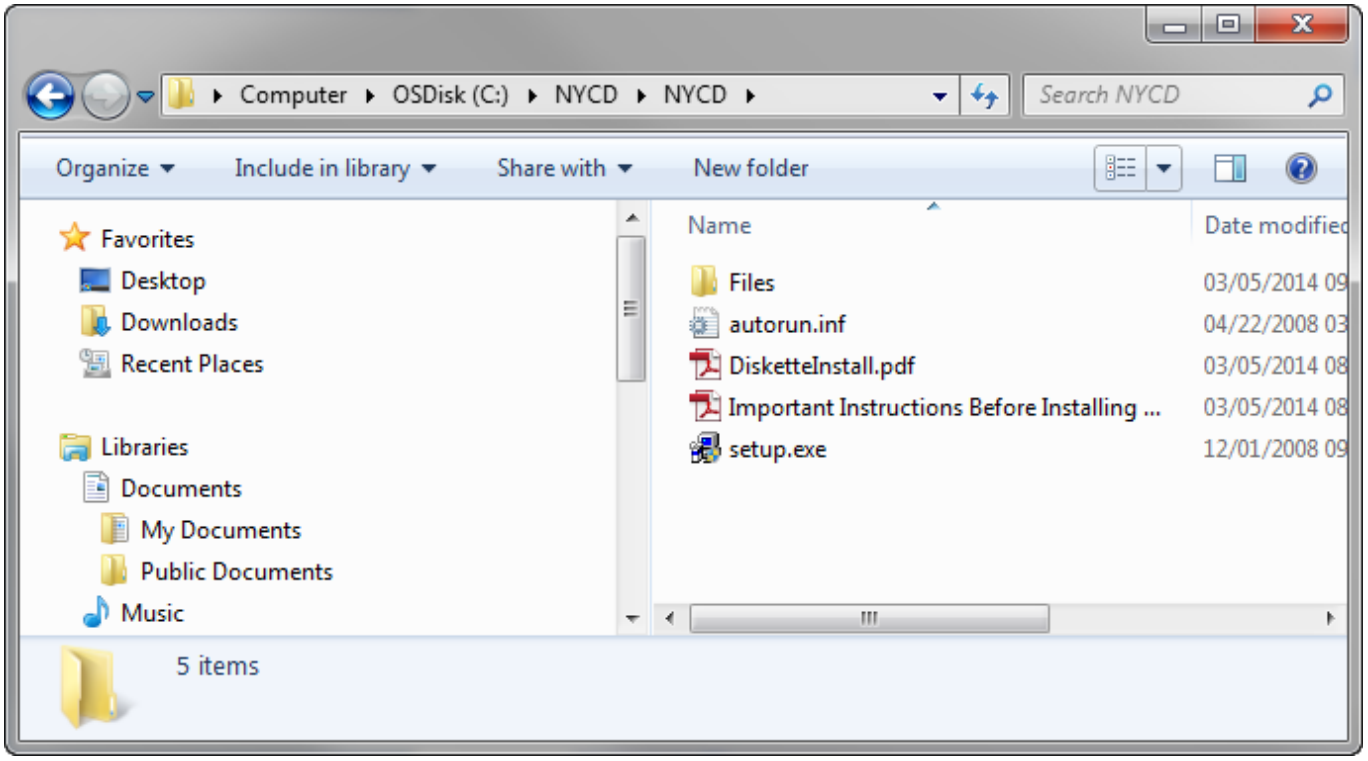
The Diskette Reporting Package will run on a Windows Platform computer. You'll need about 5 megabytes free disk space to load and run its programs and files. It should run well on any computer with at least 32M of RAM and a Pentium processor.

On newer computers please make sure you have **ADMINISTRATOR** rights on your own computer before downloading and installing software. Please **CONTACT** your computer department for assistance if you do not have **ADMINISTRATOR** rights.

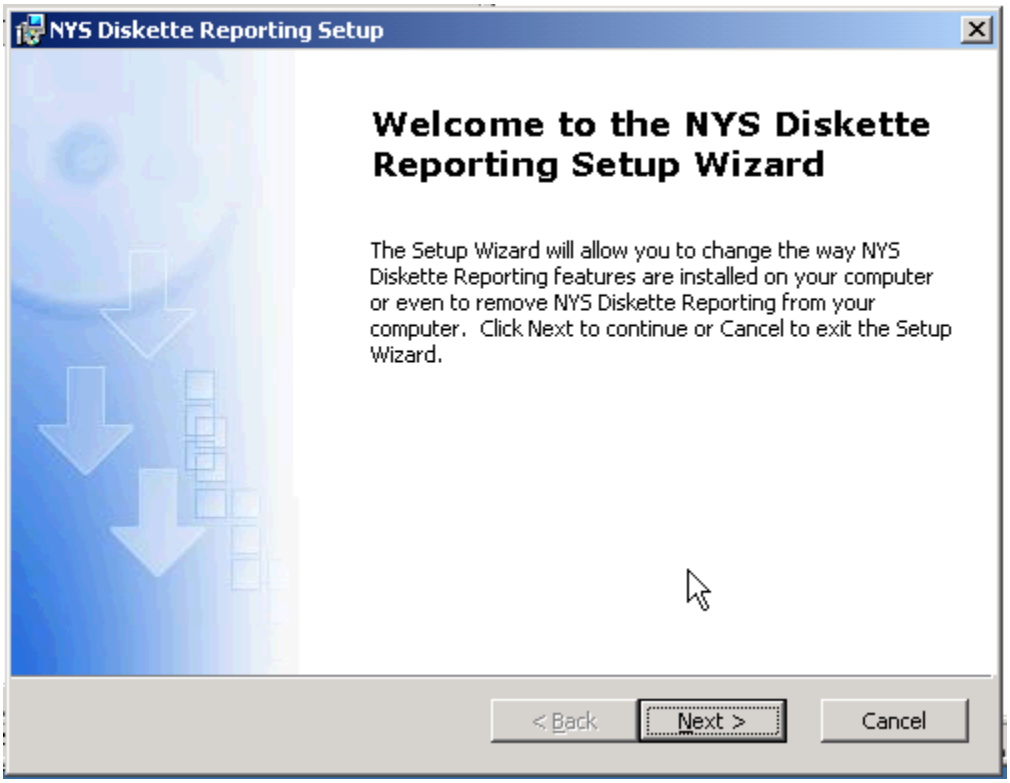
Installing the NYCD application.
Use these instructions to install the NYCD application:

1. Use the following table to determine your first step.

If you…	Then…
Download the NYCD.ZIP file from the Internet…	▪ Using "Windows Explorer" or " My Computer", navigate to the NYCD.ZIP file you just downloaded, then double-click on it. ▪ Using "Windows Explorer" or " My Computer", go to the Folder **NYCD** ▪ **First read Important Instructions Before Installing New NYCD.pdf** ▪ When previous completed Double Click **setup.exe**
Received the application on CD-ROM…	▪ Insert the CD-ROM. ▪ Using "Windows Explorer" or " My Computer", go to the Folder **NYCD** ▪ **First read Important Instructions Before Installing New NYCD.pdf** ▪ When previous completed Double Click **setup.exe**

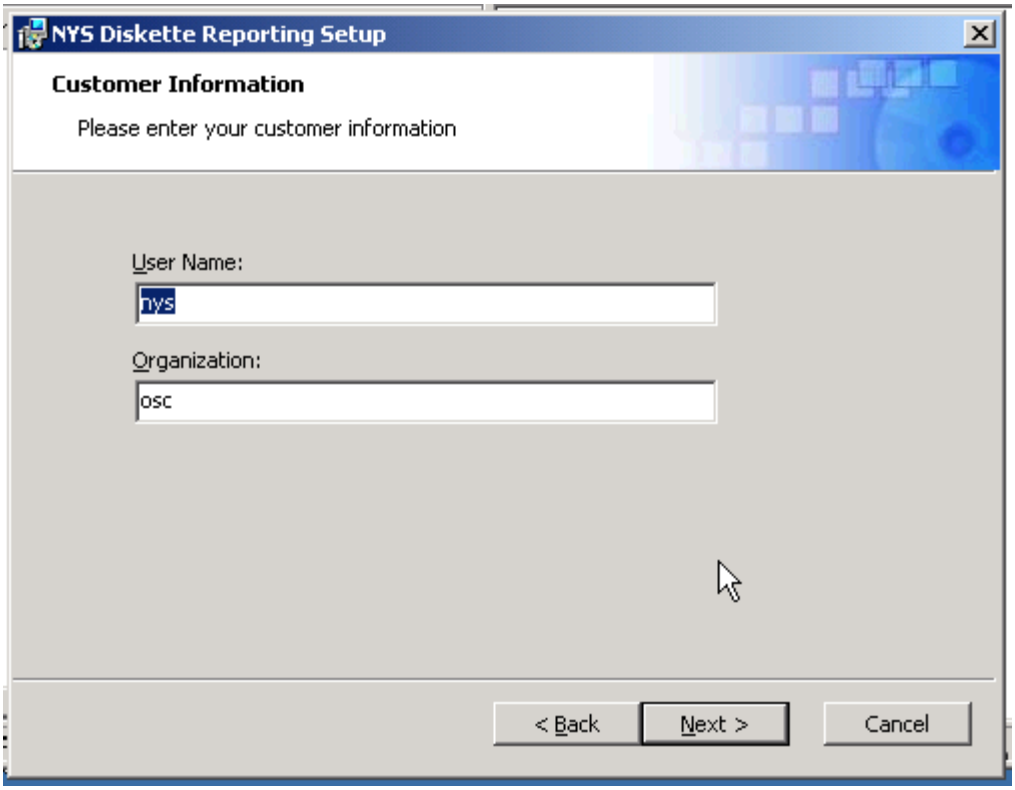


The Welcome window appears.

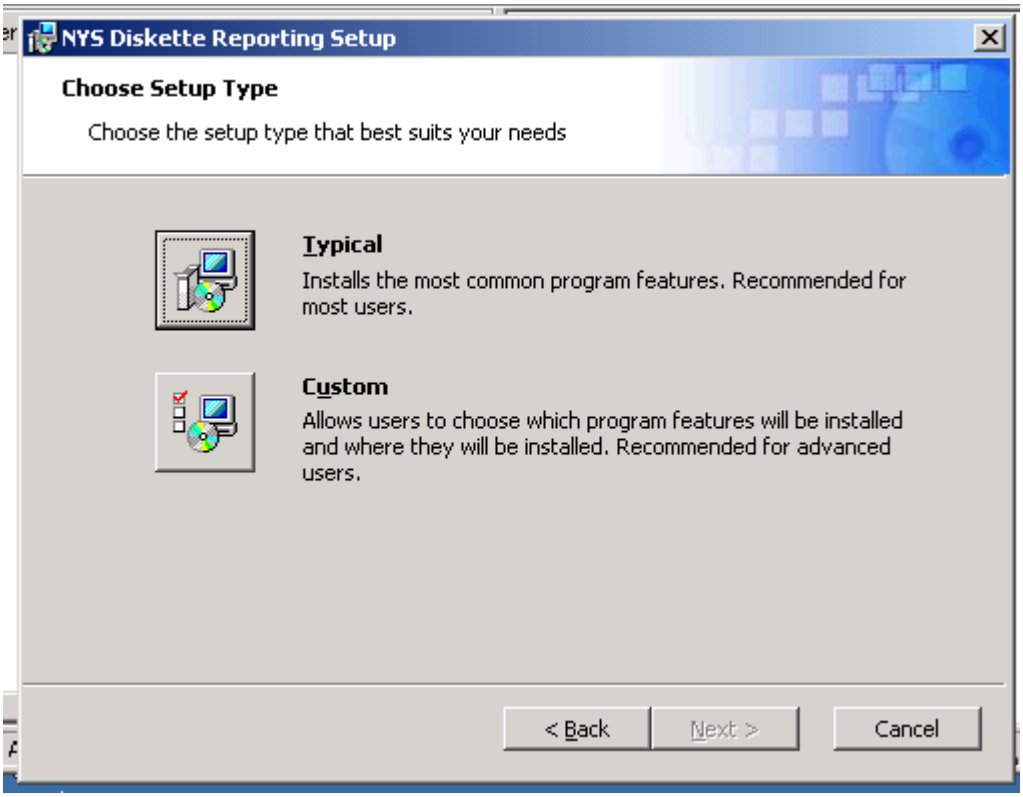

NYS Diskette Reporting Setup
Welcome to the NYS Diskette Reporting Setup Wizard
The Setup Wizard will allow you to change the way NYS Diskette Reporting features are installed on your computer or even to remove NYS Diskette Reporting from your computer. Click Next to continue or Cancel to exit the Setup Wizard.
< Back
Next >
Cancel

2. Click Next.

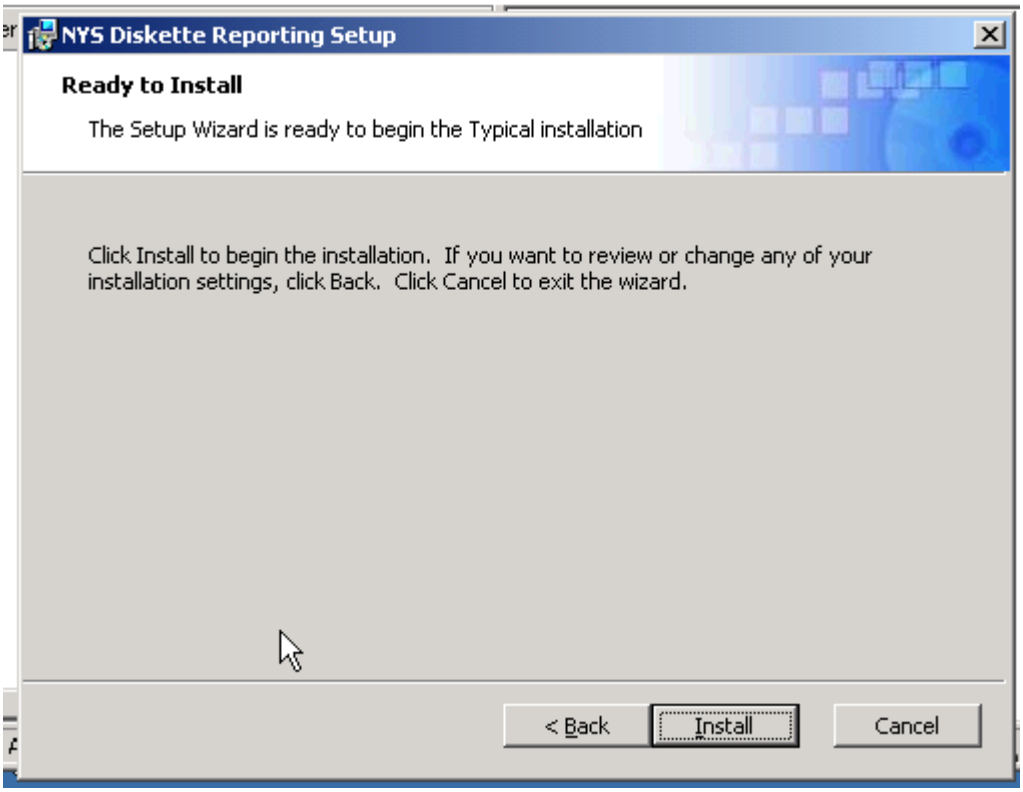
   The Customer Information window appears.



3. Click Next

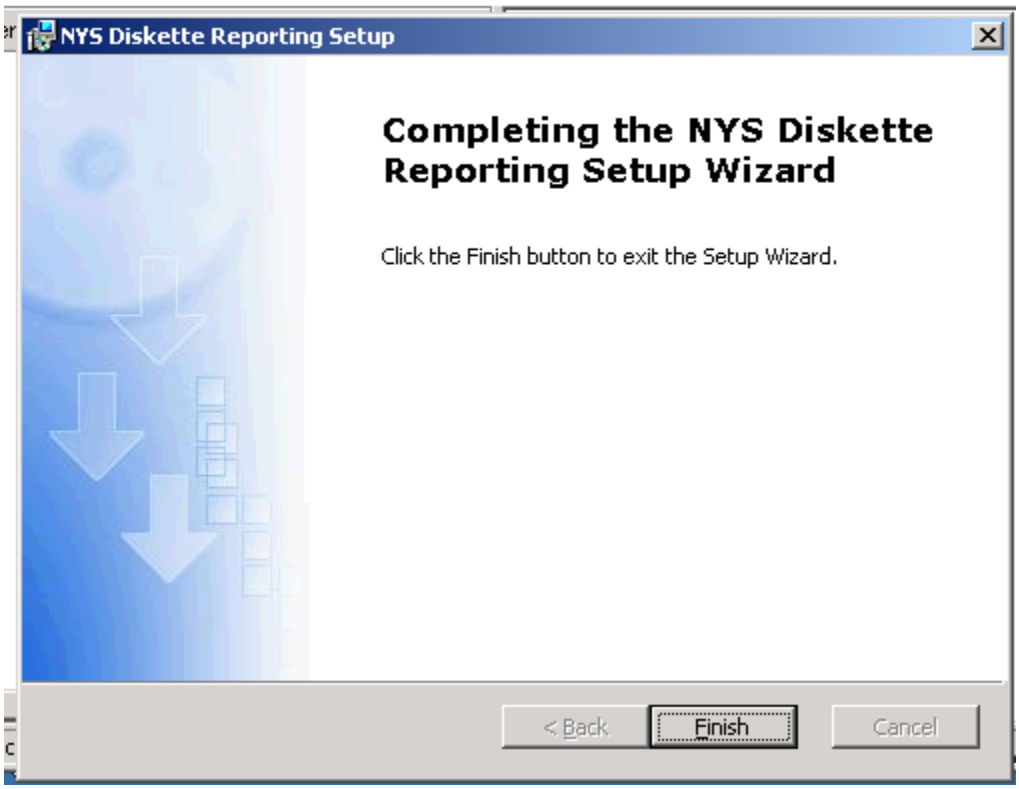

NYS Diskette Reporting Setup
Choose Setup Type
Choose the setup type that best suits your needs
Typical
Installs the most common program features. Recommended for most users.
Custom
Allows users to choose which program features will be installed and where they will be installed. Recommended for advanced users.
< Back
Next >
Cancel

4. Click the Typical button, then Next.


NYS Diskette Reporting Setup
Ready to Install
The Setup Wizard is ready to begin the Typical installation
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
< Back
Install
Cancel

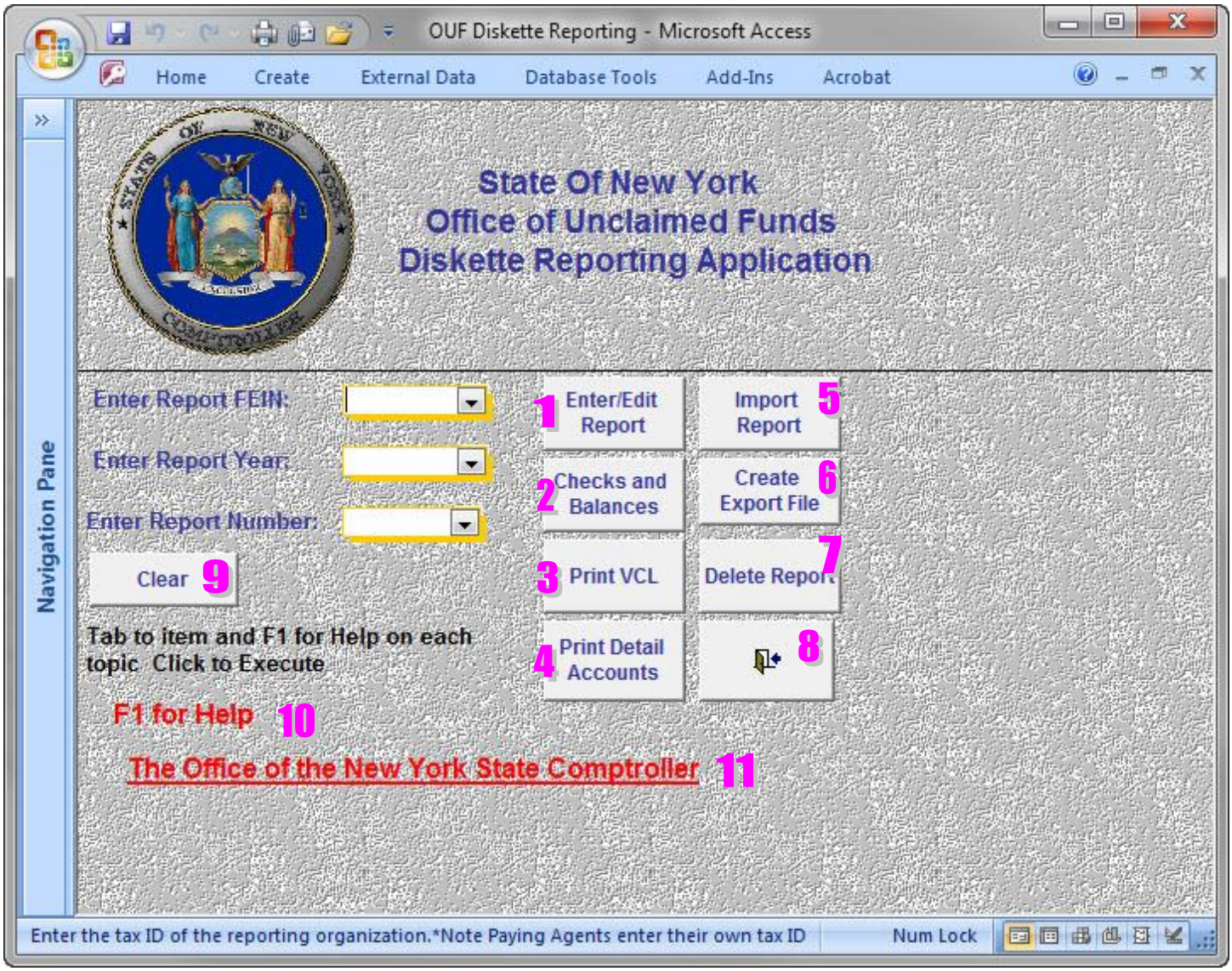
5. Click Install.

The completed window appears.


NYS Diskette Reporting Setup
Completing the NYS Diskette Reporting Setup Wizard
Click the Finish button to exit the Setup Wizard.
< Back
Finish
Cancel

6. Click Finish.
7. Test Desktop Shortcut

Introduction



When you initiate the NYCD application, the first window to appear is the Switchboard window. It has three data entry fields:

- Enter Report FEIN
- Enter Report Year
- Enter Report Number

You can populate each by pulling down its drop-down list and selecting a list item. Use them to define which report(s) with which you want to work.

The Switchboard window also contains a number of command buttons. The table below describes their functionality.

Clicking this Command Button…	Does this…
Enter/Edit Report (1)	Opens the Verification and Checklist (VCL) window, in which you can provide reporter, report, and contact information. The application calculates amounts.
Checks and Balances (2)	Opens the Check Balance window. The application calculates and displays account cash and share amounts.
Print VCL (3)	Prints the VCL Report for the report you specified.
Print Detail Accounts (4)	Opens the Print Preview of the Account Detail Listing. You can then print the details for the report you specified.
Import Report (5)	Opens the Import window. The application imports the file type you specify. A file can be a NAUPA, NYCD, Magtape, or Upload text file or an Excel spreadsheet.
Create Export Report (6)	The application creates a .txt file suitable for exporting.
Delete Report (7)	The application deletes the report you specify.
Exit icon (8)	Closes the window.
Clear (9)	Clears the screen.
F1 Help(10)	Opens the Help Screen
The Office of the State Comptroller (11)	Opens the State Comptroller Website

Important Key Functions

Key(s)	Function
TAB or RIGHT ARROW	Moves the cursor to the next field.
END	Moves the cursor to the last field in the current record, in navigation mode.
SHIFT+TAB, or LEFT ARROW	Moves the cursor to the previous field.
HOME	Moves the cursor to the first field in the current record, in navigation mode.
DOWN ARROW	Moves the cursor to the current field in the next record.
CTRL+DOWN ARROW	Moves the cursor to the current field in the last record, in navigation mode.
CTRL+END	Moves the cursor to the last field in the last record, in navigation mode.
UP ARROW	Moves the cursor to the current field in the previous record.
CTRL+UP ARROW	Moves the cursor to the current field in the first record, in navigation mode.
CTRL+HOME	Moves the cursor to the first field in the first record, in navigation mode.

Providing Report Information

Use these instructions to provide report information.

From the Switchboard window:

1. In the Enter Report FEIN field (1): Pull down the list and select the appropriate FEIN. This is the reporting organization's nine-digit, Federal Identification Number.
2. In the Enter Report Year field (2): Pull down the list and select the appropriate year. This is the four-digit report year (YYYY).
3. In the Enter Report Number field (3): Pull down the list and select the appropriate report number. This is a two-digit number.

Importing Reports

The application allows you to import the following file layouts:

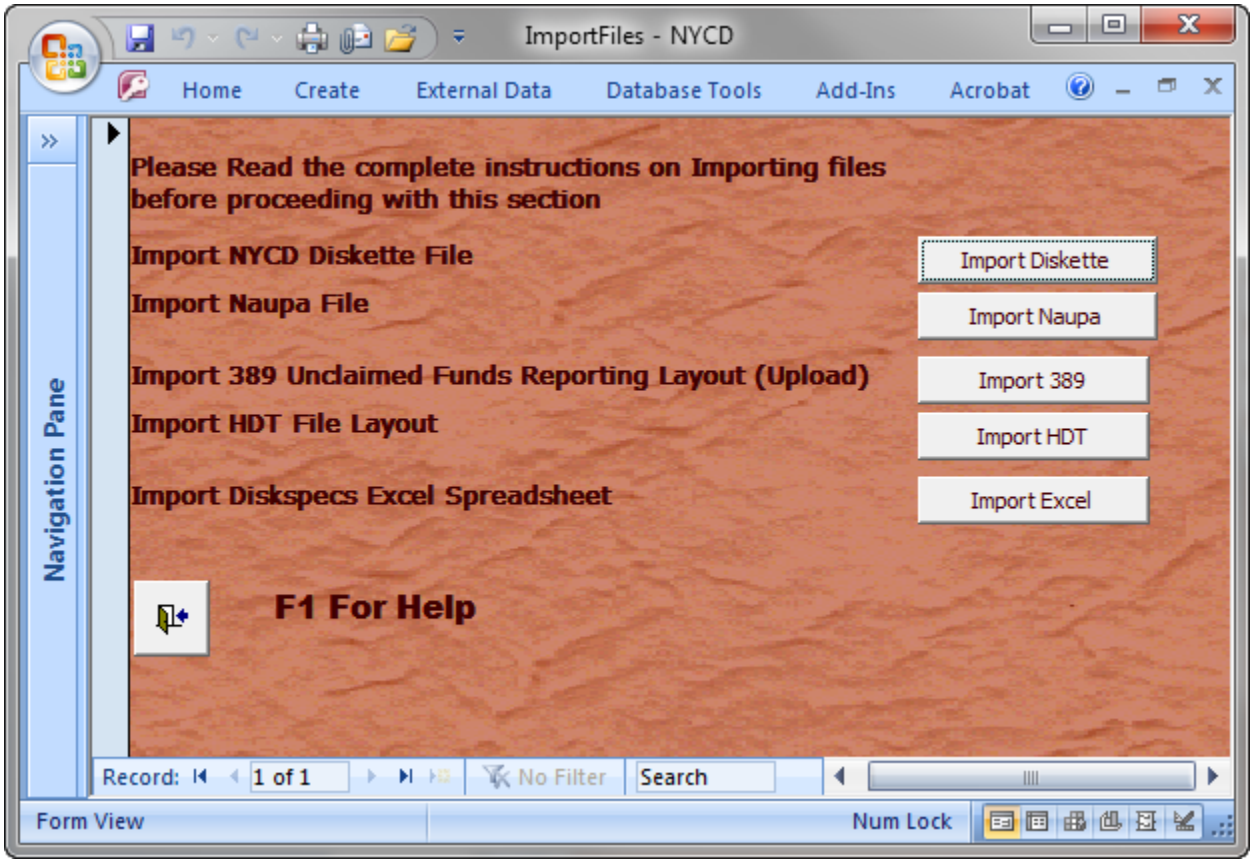
- New diskette reporting files
- NAUPA file layout
- Import 389
- Import HDT
- Import Excel

Use these instructions to import a report.

From the Switchboard window:

1. Click Import Report.

The Import Files Form window appears.



2. Use the following table to determine your next step.

Do you want to…	Do this…
Import a diskette file?	• Click Import Diskette.
Import a NAUPA file?	• Click Import NAUPA.
Import a 389 file?	• Click Import 389.
Import HDT?	• Click Import HDT
Import Diskspecs Excel	• Import Excel

3. Further instructions are described for each import.

Note: Contact us if you have questions or need a new import for your organization.

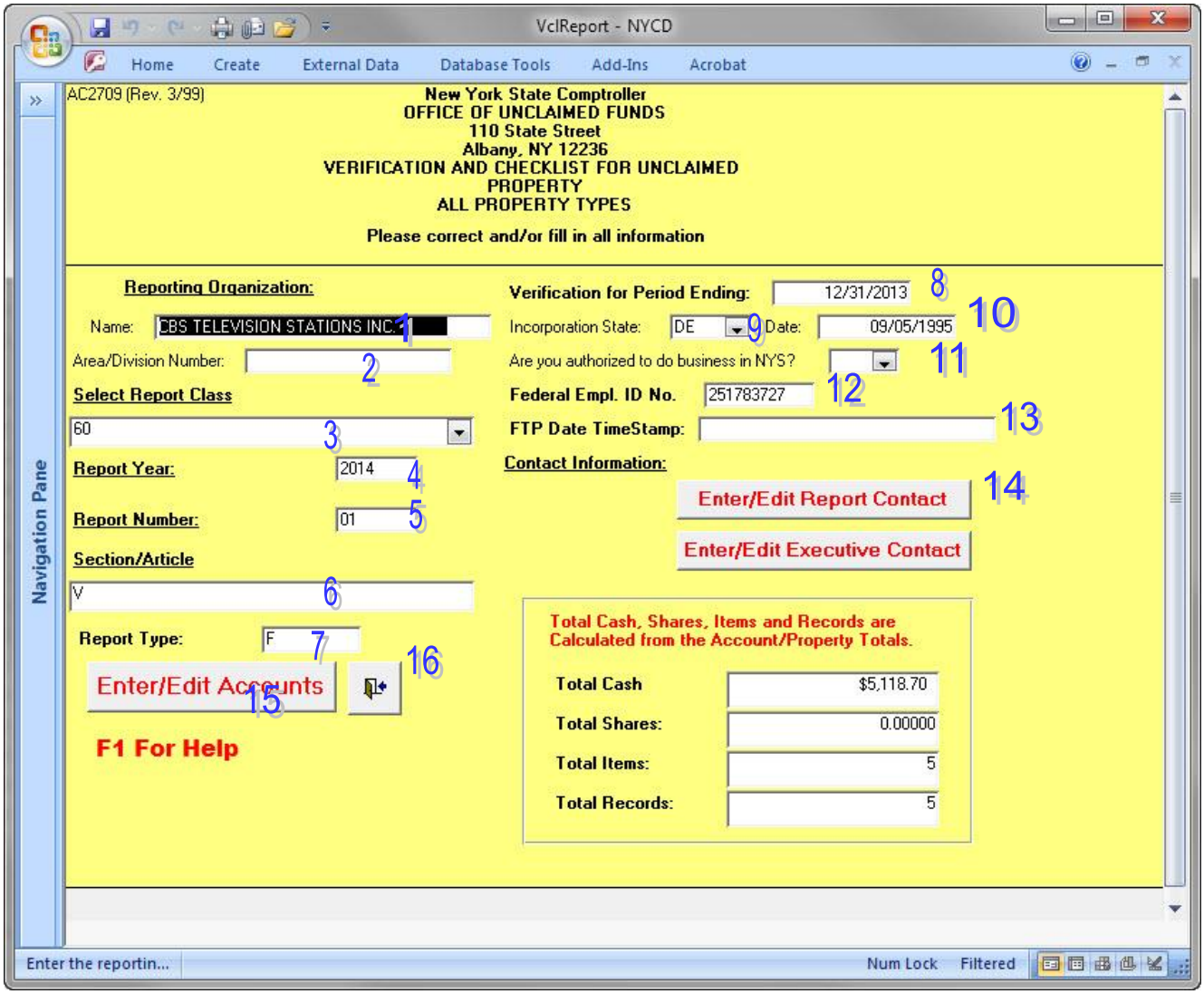
Entering and Editing Report Information

Use these instructions to enter and edit report information.

From the Switchboard window:

1. In the Reporter FEIN field (1): Type your FEIN.
2. In the Report Year field (2): Type the report year (YYYY). This is the year that you are filing the Report.
3. In the Report Number field (3): Type the report number. If there is only one report type in 01.
4. Click Enter/Edit Report

The VERIFICATION AND CHECKLIST FOR UNCLAIMED PROPERTY window appears.

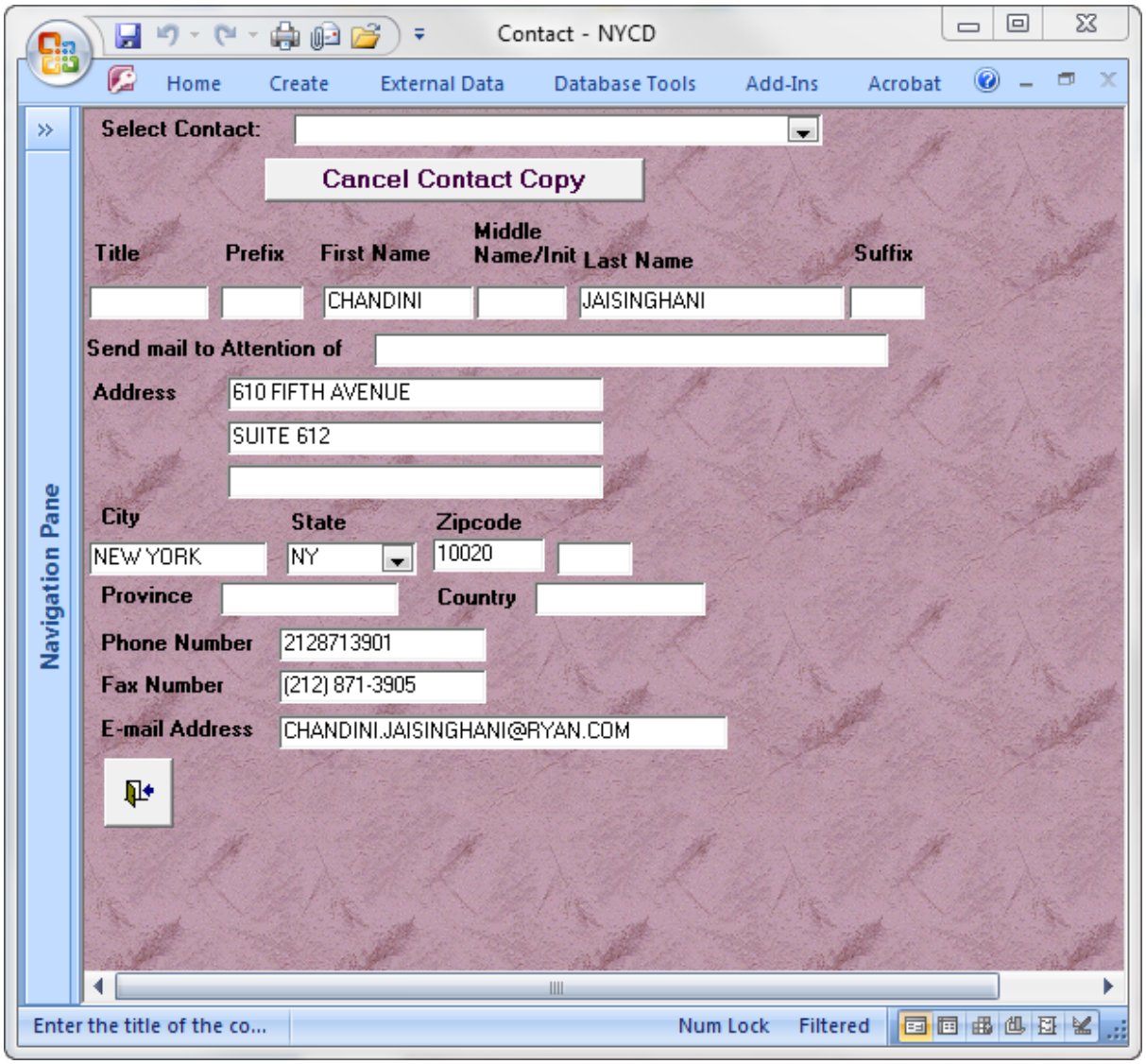


4. Use the following table to complete the fields. Enter the following:

In this field…	Do this…
Reporting Organization Name	• Type the name of the reporting organization.
Area Division Number	• Type the area division number. This field is optional.
Select Report Class	• Pull down the list and select a class.
Incorporation Date	• Type the incorporation date (MM/DD/YYYY).
Are you authorized to do business in NYS?	• Pull down the list and select the appropriate code. Y is yes, and N is no.

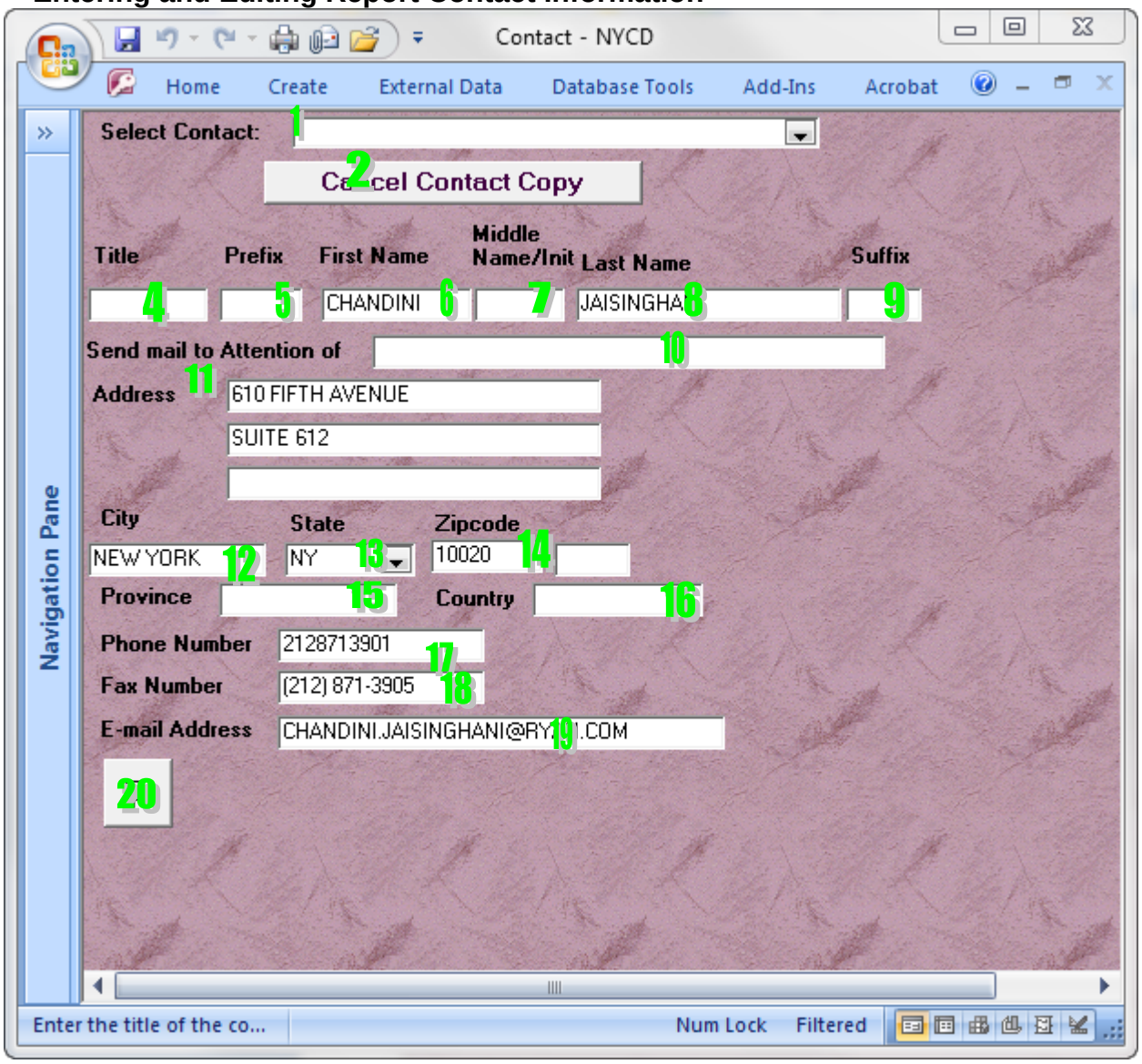
5. Click Enter/Edit Report Contact Information (14).

The Contact window appears.



6. See Contact Help (F1) for further information.
7. If you want to skip this screen, enter NY for State and click on the Exit button.

Entering and Editing Report Contact Information



Editing Existing Report Contact Information

Use these instructions to edit existing report contact information:

From the Report Contact window:

1. In the Select Contact field (1): Pull down the list and select an existing contact. The system displays the record.

Note: If you make an incorrect selection, you can click Cancel Contact Copy (2) to cancel the transaction.

2. Edit the appropriate data entry fields.
3. When you have finished editing contact information: Click the Exit icon.

Entering New Report Contact Information

Use these instructions to enter new report contact information.

4. From the Report Contact window, in the Contact Type field (3): Pull down the list and select the appropriate code.

EXEC	Executive
RPT	Report

5. In the Title field (4): Type the contact's title.
6. Use the following table to provide contact name information.

In this field…	**Do this…**
Prefix (5):	• Pull down the list and select the appropriate prefix.
First Name (6):	• Type the contact's first name.
Middle Init/Name (7):	• Type the contact's middle initial.
Last Name (8):	• Type the contact's last name.
Suffix (9):	• Pull down the list and select the appropriate suffix.

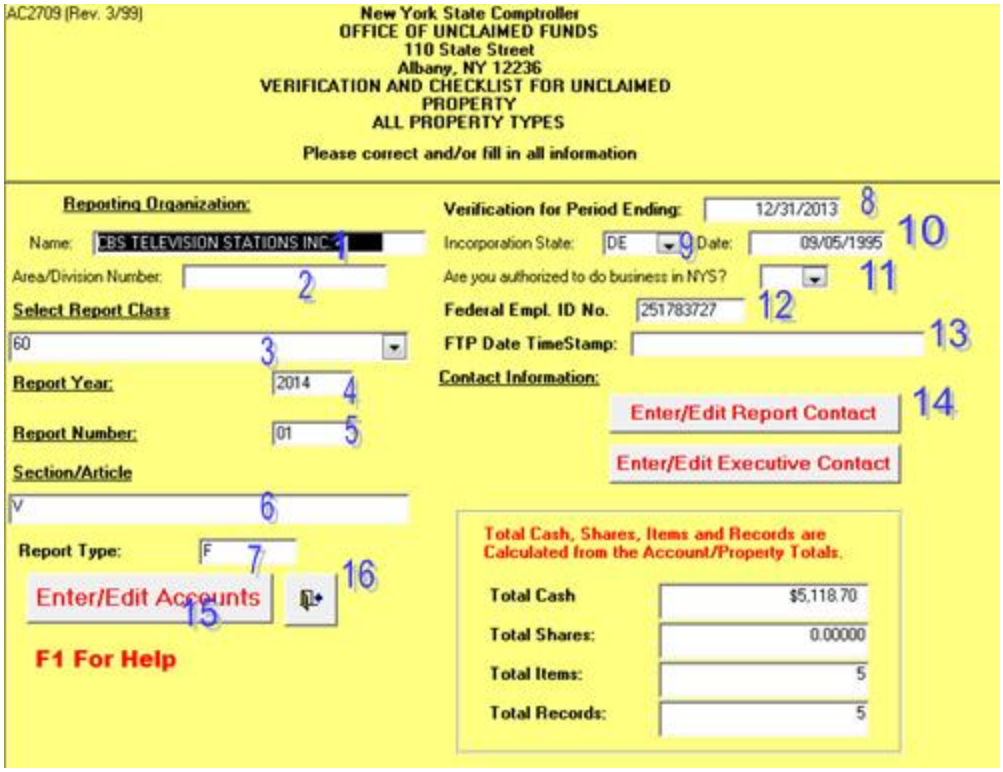
7. In the Send to Attention of field (10): Type the name of the person you want to receive mail.
8. Use the following table to provide address information.

In this field…	**Do this…**
Address (11):	• Type the contact's street address.
City (12):	• Type the contact's city.
State (13):	• Pull down the list and select the appropriate state code.
Zip (14):	• Enter a five-digit zip code. You may also include a four-digit supplementary zip code.

9. Use the following table to provide additional address information

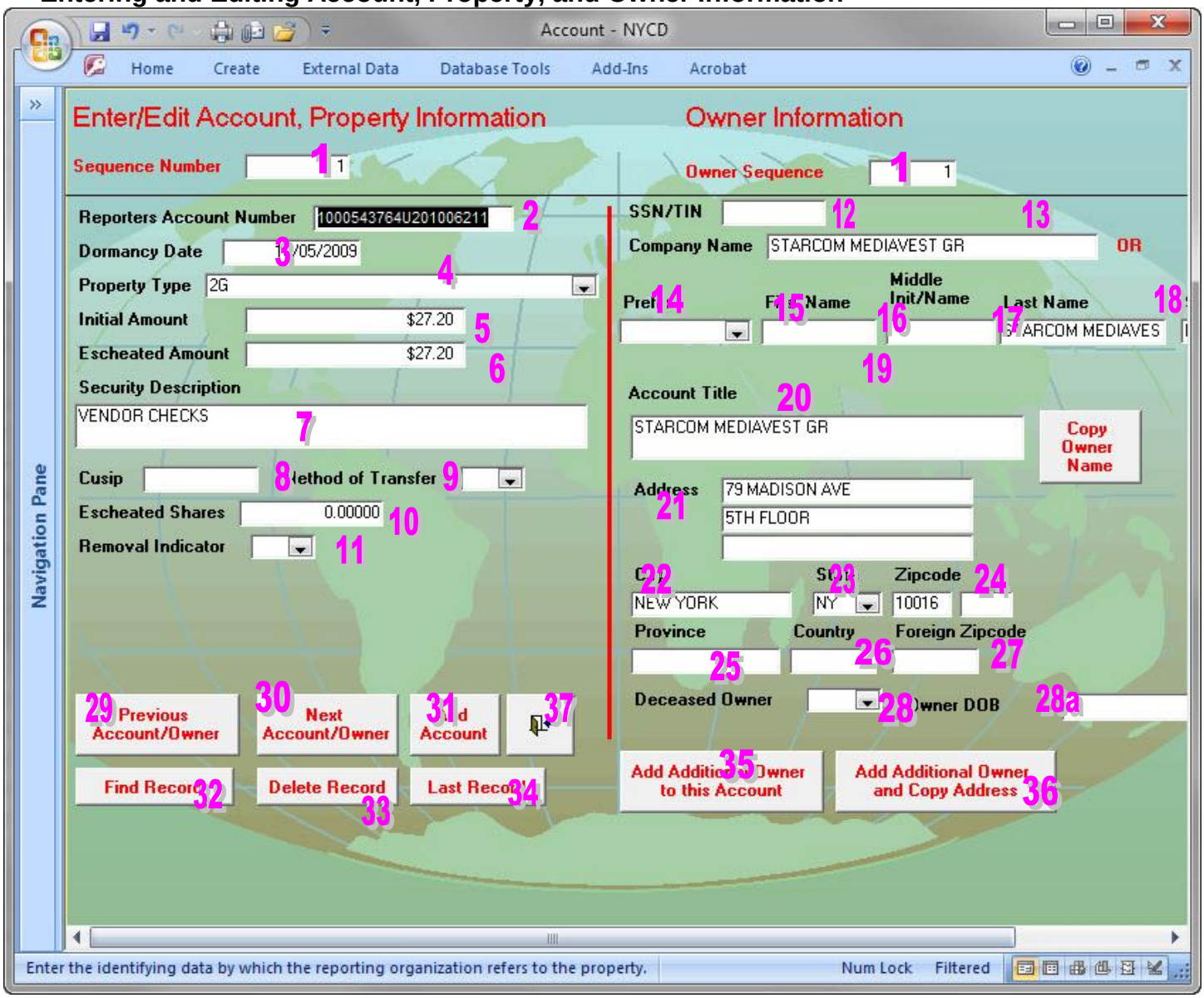
If the contact's address is in…	Then…
The United States	• Leave the Province and Country fields blank.
A country other than the United States	In the Province field (15): • Type the name of the contact's province. In the Country field (16): • Type the name of the contact's country.

10. In the Phone Number field (17): Type the contact's telephone number.
11. In the Fax Number field (18): Type the contact's Fax number.
12. In the E-mail Address field (19): Type the contact's e-mail address.
13. When you have finished providing contact information: Click the Exit icon (20). This will save the record and open the VCL window.
14. On the VCL Screen, click Enter/Edit Accounts (15)



15. The Account/Owner window appears. See Account/Owner Help (F1) for further information.

Entering and Editing Account, Property, and Owner Information



Entering and Editing Account and Property Information

Use these instructions to enter and edit account and property information.

Note that the system automatically enters a number in the Sequence Number field (1).

When you have completed entering all your data Exit (37) the Account/Property/Owner Screen.

Account/Owner window:

1. In the Reporters Account Number field (2): Type the identifying data by which the reporting organization refers to the property (Security Certificate Number, Customer Account Number, Insurance Policy Number, Check Number).

2. In the Dormancy Date field (3): Type the date (MM/DD/YYYY) by which you have determined that the account is dormant. This may be the date of issuance, date of exchange, or redemption or LAST date of customer contact.
3. In the Property Type field (4): Pull down the list and select a property type.
4. In the Initial Amount field (5) type the amount shown on the books as of the abandonment date.
5. In the Escheated Amount Field (6) type the amount you are transferring to New York State. This amount may differ from the initial amount due to the addition of interest or the deduction of allowable fees.
6. In the Security Description field (7) type the standard description of the issue, including type of stock, as used by the financial community
7. In the CUSIP field (8) type the nine-digit number CUSIP assigned to the issue being reported, as listed in Standard & Poor's CUSIP Directory.
8. In the Method of Transfer field (9) pull down the list and select the appropriate code. Use the code that reflects the method by which the security was transferred:

P	Physical certificate
D	DTC transfer
A	Account (book entry)
T	Sent for registration transfer, to be delivered at a later date

9. In the Escheated Shares field (10) enter number of shares or denomination being transferred to New York State. For equity issues, enter number of shares; for debt issues, enter dollar equivalent.
10. In the Removal Indicator field (11) pull down the list and select the appropriate code. If you have paid the owner, enter "P" in "Owner Claimed" box. If "Otherwise Reduced to Zero" (amount originally included in error), enter "R".

Entering and Editing Owner Information

Use these instructions to enter and edit owner information.

Note that the system automatically enters a number in the Owner Sequence field (1).

11. From the Account/Owner window, in the SSN/TIN field (12): Type the appropriate number. If the owner is an individual, type the individual's social security number. If the owner is a business entity, type the entity's Employer Identification Number (EIN). If the SSN or EIN is unknown, leave blank.
12. Use the following table to provide name information.

If the owner is…	Then…
A company	In the Company Name field (13): • Type the corporate or entity name.
An individual	In the Prefix field (14): • Pull down the list and select the appropriate prefix. In the First Name field (15): • Type the owner's first name. In the Middle Init/Name field (16): • Type the owner's middle initial. In the Last Name field (17): • Type the owner's last name. In the Suffix field (18): • Pull down the list and select the appropriate suffix.

13. In the Account Title field (19) type the names and relationships of all owners and beneficiaries as reflected on the reporting organization's records. When the account title and name are the same, type the owner's name in the Account Title field or click Copy Owner Name (20) and the system automatically completes the field.
14. Use the following table to provide address information.

In this field…	Do this…
Address (21):	• Type the owner's last known street address or "care of" data. If unknown, leave blank.
City (22):	• Type the owner's last known city of residence.
State (23):	• Pull down the list and select the appropriate state code.
Zip (24):	• Enter a five-digit zip code. You may also include a four-digit supplementary zip code. If unknown, leave blank.

15. Use the following table to provide additional address information

If the owner's last known address is in…	Then…
The United States	• Leave the Province, Country, and Foreign Zip Code fields blank.
A country other than the United States	In the Province field (25): • Type the name of the owner's province. In the Country field (26): • Type the name of the owner's country. In the Foreign Zip Code field (27): • Type the foreign zip code.

16. In the Deceased Owner field (28) use the dropdown to select Y if the owner is deceased.
17. Enter Date of Birth if available (28a) using the dropdown calendar.

Using Command Buttons

The Account/Owner window also contains a number of command buttons. The table below describes their functionality.

Clicking this Command Button…	Does this…
Copy Owner Name (20)	Copies owner information to the Account Title field.
Previous Account/Owner (29)	Opens the previous Account/Owner record.
Next Account/Owner (30)	Opens the next Account/Owner record.
Add Account (31)	Opens a blank data entry window in which to enter Account/Property/Owner information.
Find Record (32)	Brings up the Find record box (will search within the field in which the cursor is placed.)
Delete Record (33)	Deletes the current record from the report.
Last Record (34)	Opens the last record in the report.

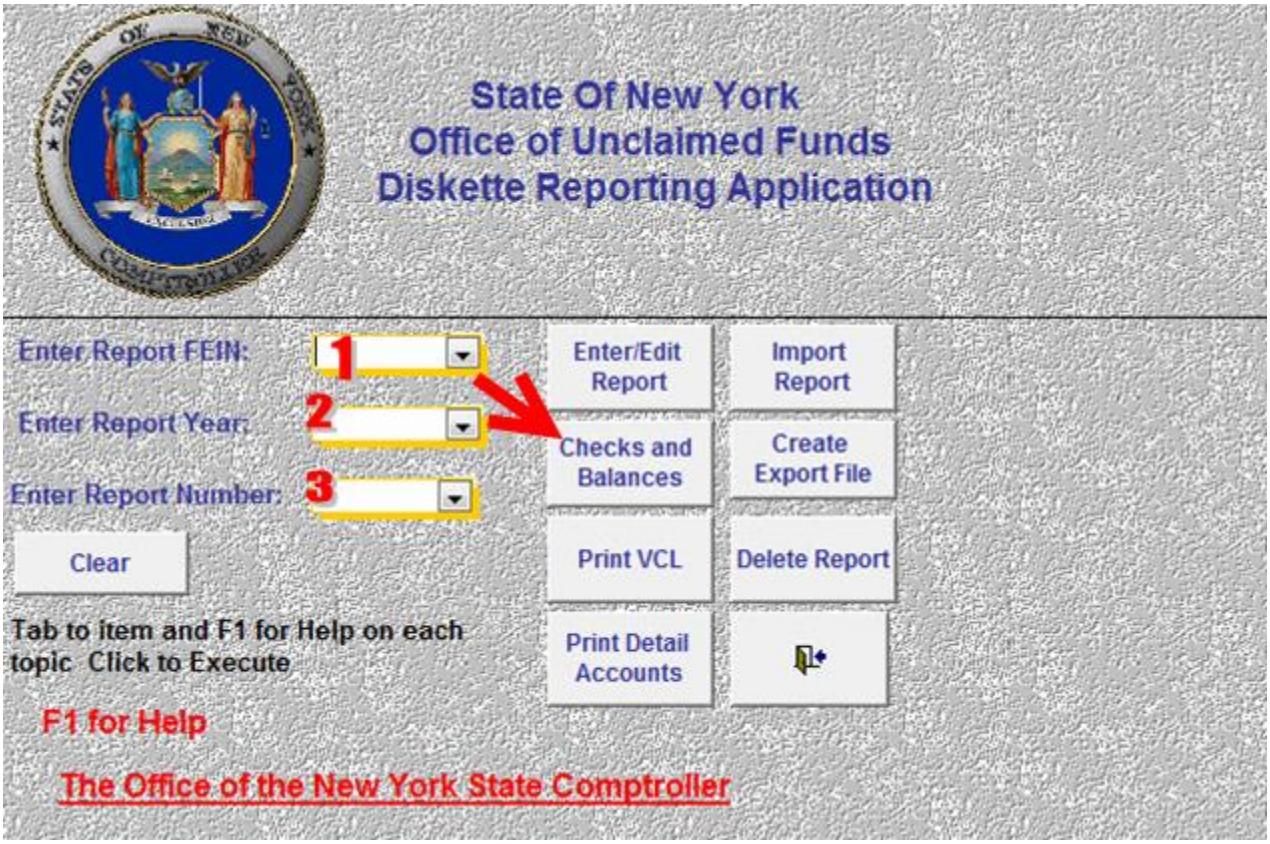
Clicking this Command Button…	Does this…
Add Additional Owner to this Account (35)	Creates a blank data entry window in which to enter multiple owners to the current account.
Add Additional Owner and Copy Address (36)	Creates a blank owner data entry window in which to enter multiple owners to the current account and copy the address information.
Exit icon (37)	Saves the record and opens the Verification and Checklist window.

Additional Notes

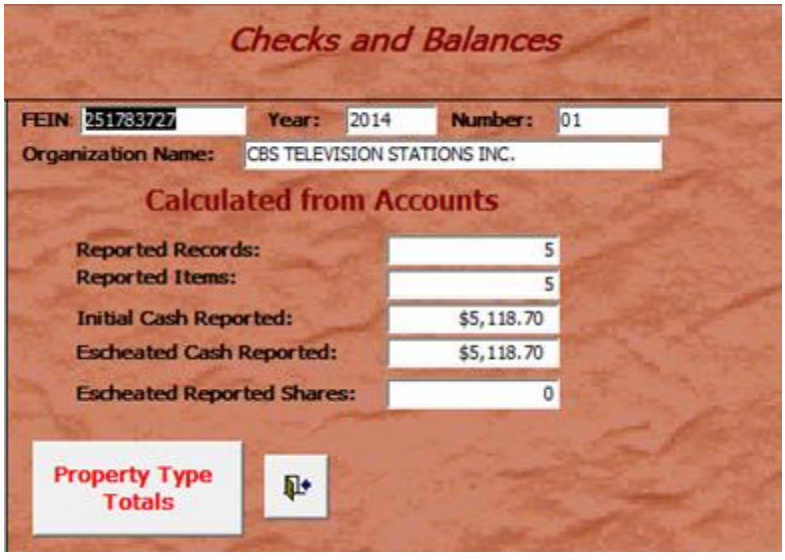
You can only enter account/property information for the first owner. When you exit the application, the system automatically updates all other owner accounts associated with a multiple owner account with this information.

Once you exit the Accounts Edit screen, you will be returned to the VCL screen. If you exit the VCL screen (16) you will be returned to the Switchboard. The screen will blink three times as the program calculates the account owner property information as well as section/article and report totals.

Using the Checks and Balances Window



From the main Switchboard, select Checks and Balances. The Checks and Balances window displays the calculations for each report you select. These calculations print on your VCL.



If you want to determine individual property type totals, click Property Type Totals, and the Totals window appears. If you want to close the Checks and Balances window, click the Exit icon.

Print VCL (Verification and Checklist)

- Click Print VCL
    - You must print the VCL and send it with the report.
    - If you can't print your VCL, you may need to enter the appropriate contact data.

AC2709 (Rev 12/03)

New York State Comptroller
OFFICE OF UNCLAIMED FUNDS
110 STATE STREET
Albany, NY 12236-0001
VERIFICATION AND CHECKLIST FOR UNCLAIMED PROPERTY
Please complete and correct as necessary

OSC USE ONLY -
Report Reference No: _____

Reporting Organization

Verification for Period Ending: 6/30/2004

Organization Name: aaaaaaa
Area/Dept #:

City, State, Zip:

FEIN#: 111111111 Inc. State: NY Inc. Date: 11/1/1980

Contact Information:

Joe Smith

Address: 99999999999

IIIIIIIIIII

kkkkkkkkkkkkkkk

City, State, Zip: llllllll NY 12222

Phone: (111) 222-3333 Fax: (222) 333-4444 E-mail: joesmith@smith.com

State of New York

SS:

County of

Joe Smith being duly sworn, deposes and says that he/she is the Mr

of the aaaaaaa by which this report of abandoned property is made pursuant to 88

of the Abandoned Property Law; and that to the best of his/her knowledge and belief, such report, consisting of computer tape, diskette, or paper, and of Verification and Checklist, is a true and complete statement of all abandoned property held by or owing by the said organization at the year-end cut off, as of

6/30/2004 excepting such property as has since said date ceased to be abandoned.

Sworn to before me this _____ _____ **(Signature)**

day of _____ **,20**

_____ **(Notary Public)**

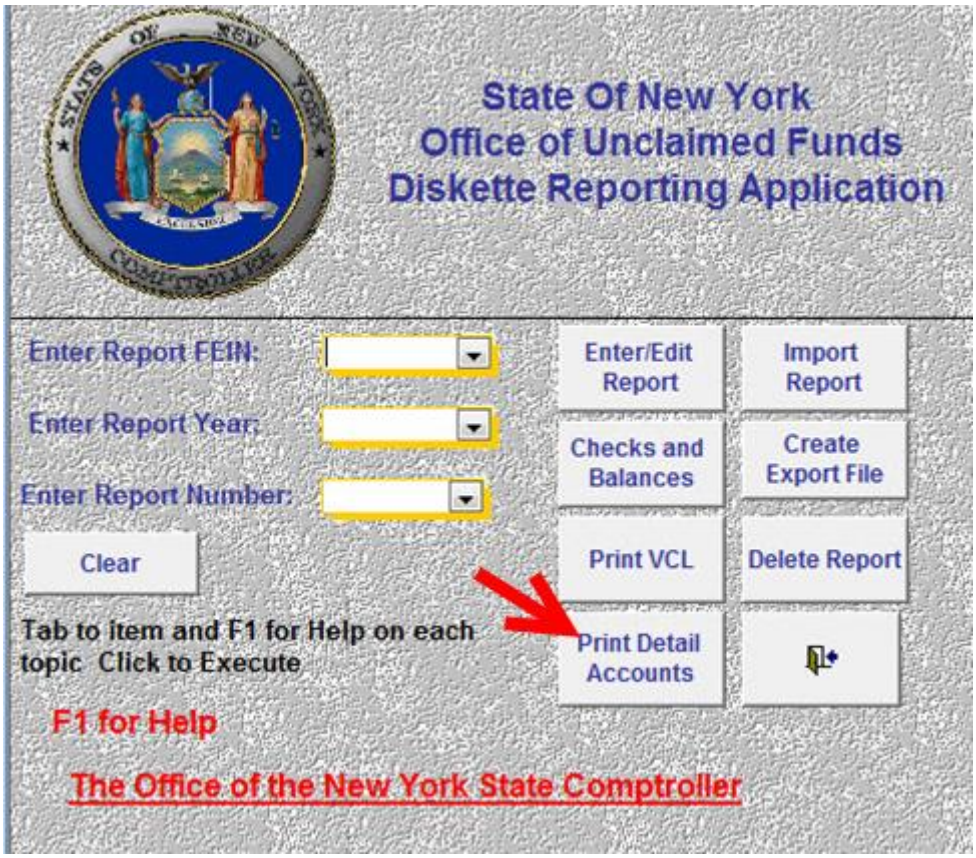
TOTALS: Cash $5,000.00
Certificates: 0
Shares: 0
Items: 1
Records: 1

RESERVED FOR USE OF STATE COMPTROLLER

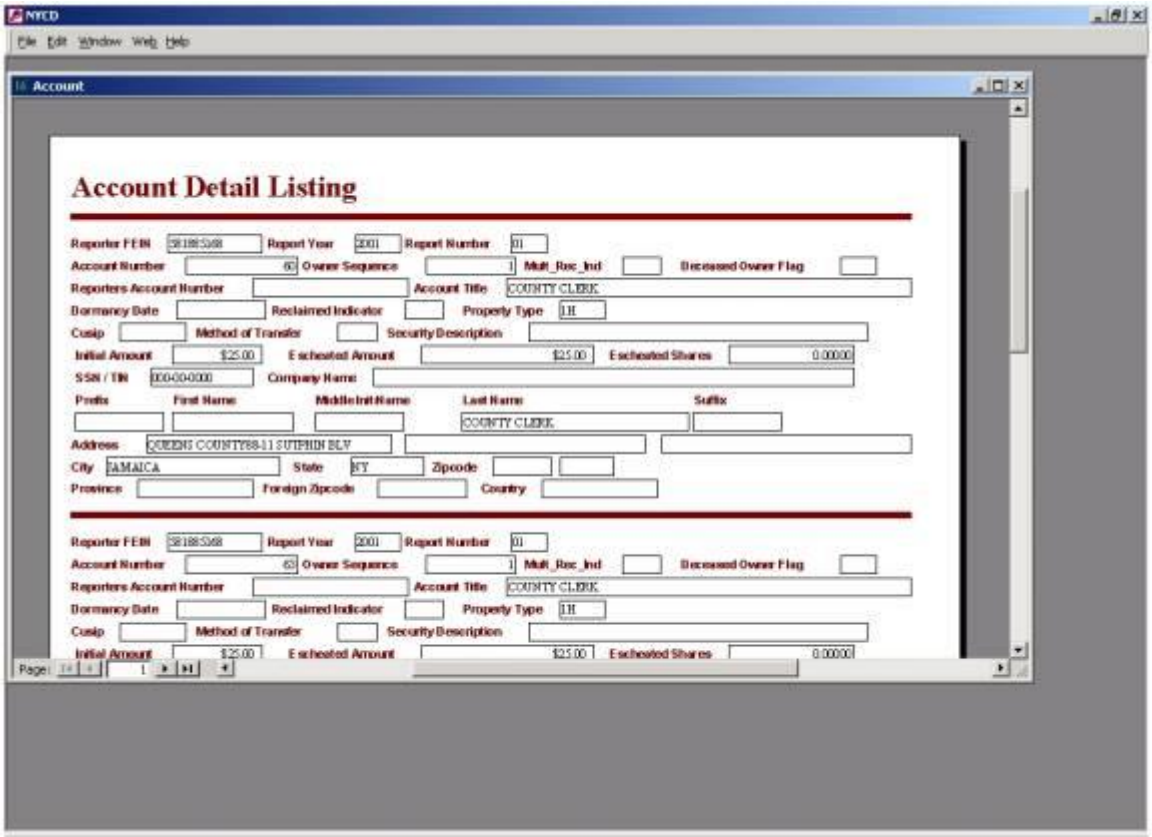
Amounts Received	Date Received	Ack. Numbers	Tape Number		
			Pages		
Comments			Class	Report Sequence	Year
			01		2004

Property Type :		Cash	Certificates	Shares
1A	DEMAND DEPOSIT ACCOUNT(S)	$5,000.00	0	0

Print Details



- Click **Print Detail Accounts** button to preview your Account Detail Listing.



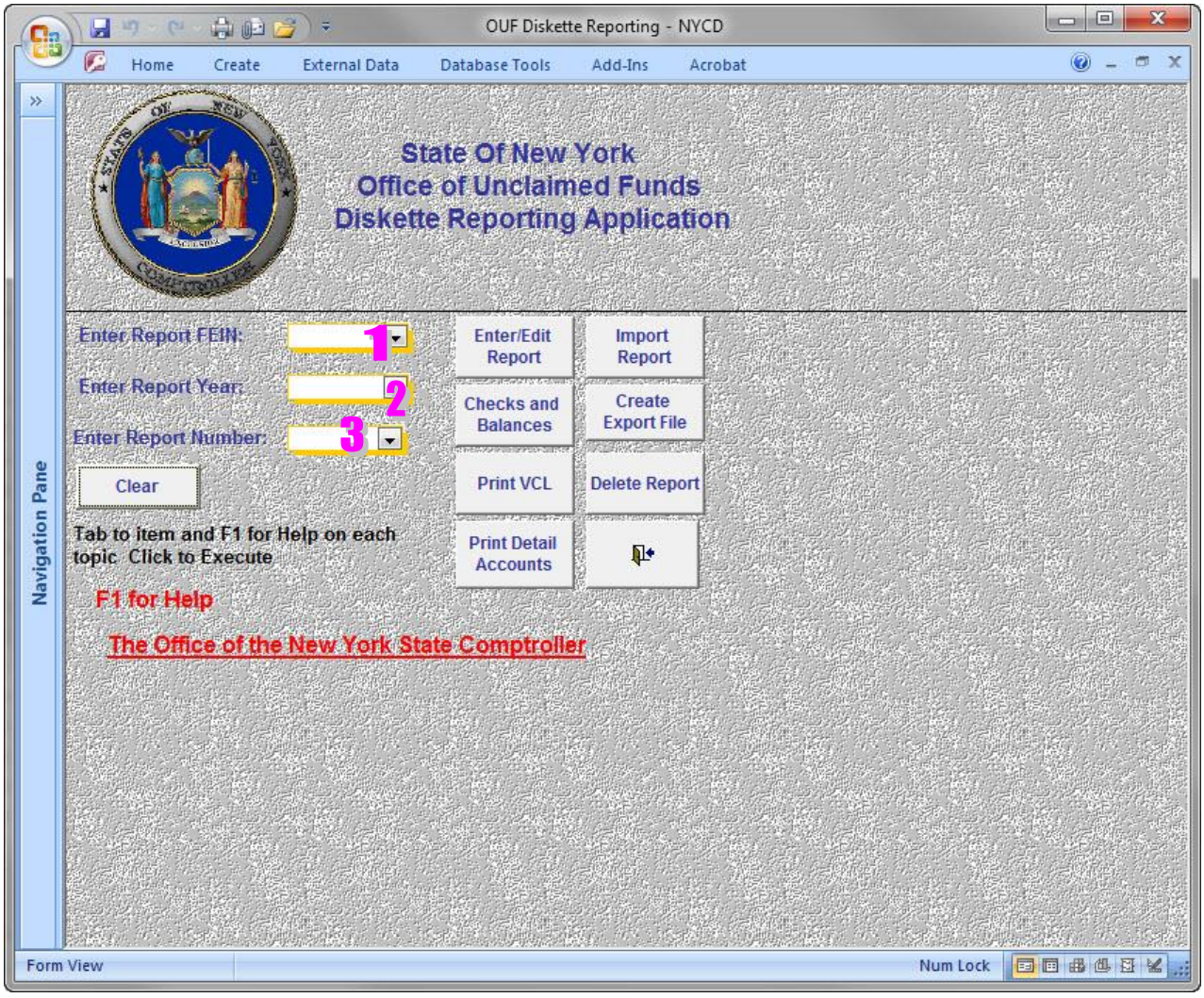
Creating Export Files

You can export a single report or several reports to a text file, which you can then send to the Comptroller's office along with the VCL and any remittances.

Use these instructions to create an export file.

Before you begin…
Prior to creating an export file, you must enter report, contact, account, and owner information.

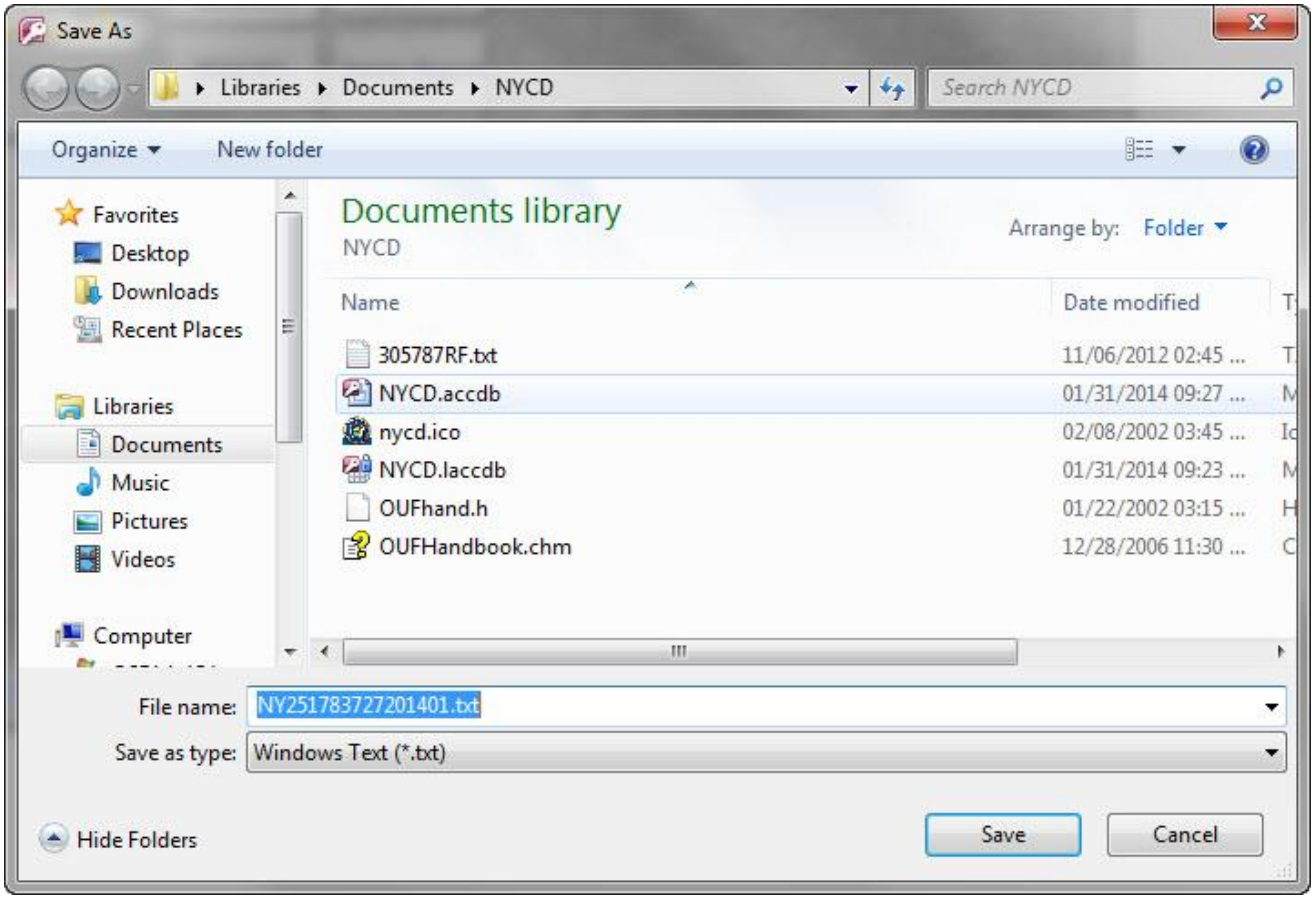
From the Switchboard window:



1. Use the following table to determine your next step.

Do you want to create an export file for…	**Then…**
A single report?	• In the Reporter FEIN field (1): Type your FEIN. • In the Report Year field (2): Type the report year (YYYY). • In the Report Number field (3): Type the report number.
Multiple reports within the same reporting year?	• In the Reporter FEIN field (1): Type your FEIN. • In the Report Year field (2): Type the report year (YYYY).
Multiple reports and multiple years?	• In the Reporter FEIN field (1): Type your FEIN.
Multiple FEINs and/or multiple reports for a single reporting year?	• In the Report Year field (2): Type the report year (YYYY).

2. Click Create Export File
    a. The Save As screen appears.
    b. You can save to any folder on your pc or network drive
    c. The file name is created for you and there is no need to change this.
    d. If you do change the filename be sure to add .TXT to the end of the file name you enter otherwise an error will occur.
    e. After you click save the program will automatically create the file where you save it and return to the Switchboard screen.


Save As
Libraries ▸ Documents ▸ NYCD
Search NYCD
Organize
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Documents library
NYCD
Arrange by: Folder
Name
Date modified
305787RF.txt 11/06/2012 02:45 ...
NYCD.accdb 01/31/2014 09:27 ...
nycd.ico 02/08/2002 03:45 ...
NYCD.laccdb 01/31/2014 09:23 ...
OUFhand.h 01/22/2002 03:15 ...
OUFHandbook.chm 12/28/2006 11:30 ...
File name: NY251783727201401.txt
Save as type: Windows Text (*.txt)
Hide Folders
Save
Cancel

Deleting Reports

Use these instructions to delete reports.

From the Switchboard window:

1. Use the following table to determine your next step.

Do you want to delete…	Then…
A single report?	• In the Reporter FEIN field (1): Type your FEIN. • In the Report Year field (2): Type the report year (YYYY). • In the Report Number field (3):

Do you want to delete…	Then…
	Type the report number.
All reports?	• Click Clear.

2. Click Delete Report. A confirmation window appears.
3. Click OK.

   Note: If you want to cancel the request, click Cancel.

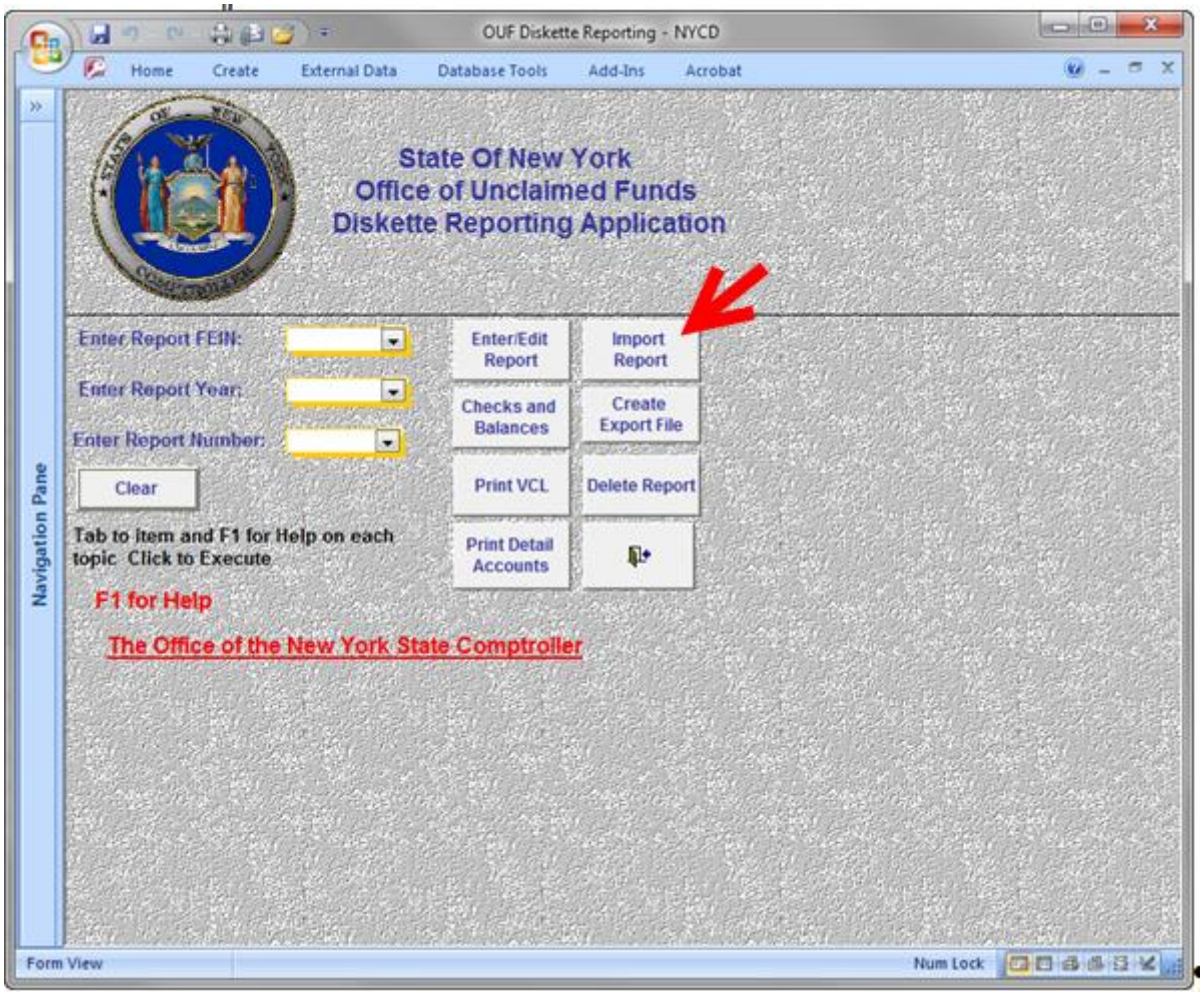
Importing Reports

The application allows you to import the following file layouts:

- New diskette reporting files
- NAUPA file layout
- Import 389
- Import HDT
- Import Excel

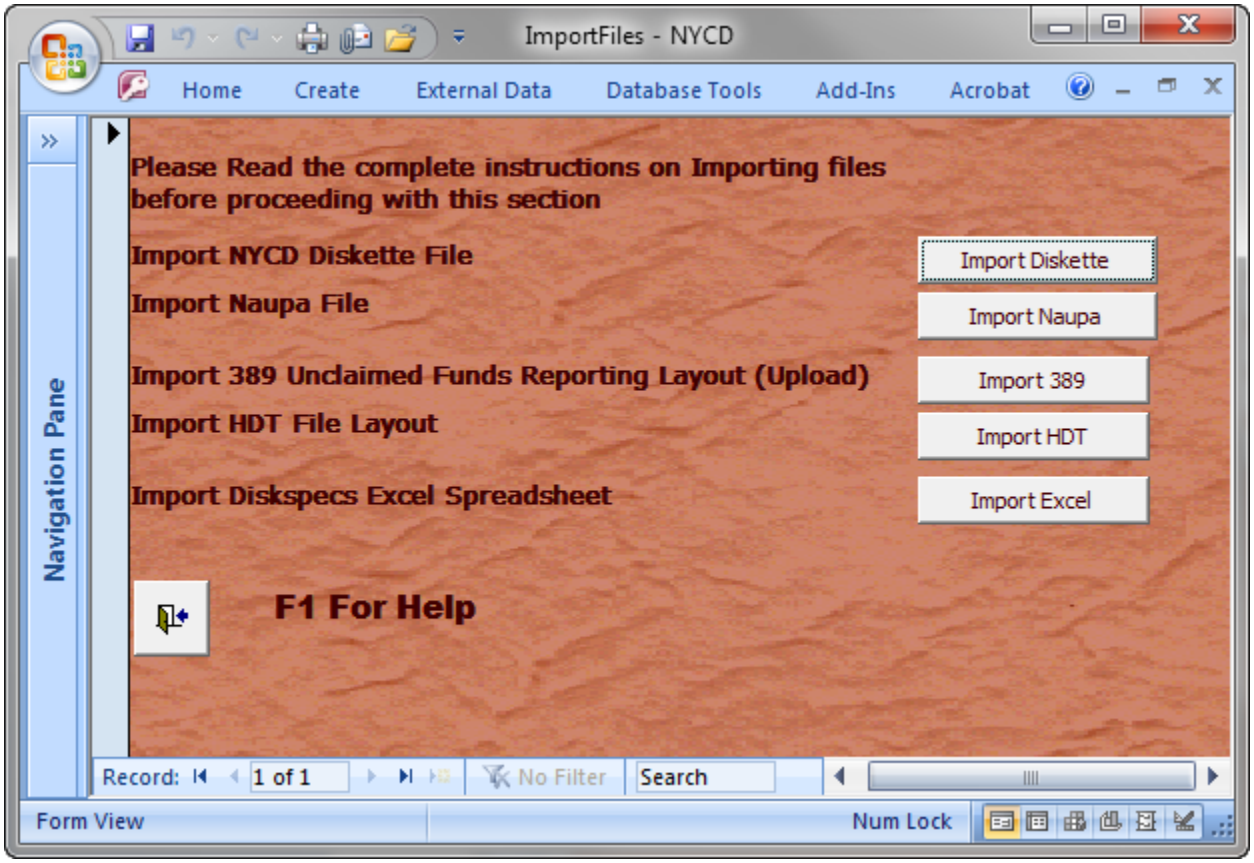
Use these instructions to import a report.

From the Switchboard window:



1. Click Import Report.

The Import Files Form window appears.



2. Use the following table to determine your next step.

Do you want to…	Do this…
Import a diskette file?	• Click Import Diskette.
Import a NAUPA file?	• Click Import NAUPA.
Import a 389 file?	• Click Import 389.
Import HDT?	• Click Import HDT
Import Diskspecs Excel	• Import Excel

3. Further instructions are described for each import.

Note: Contact us if you have questions or need a new import for your organization.

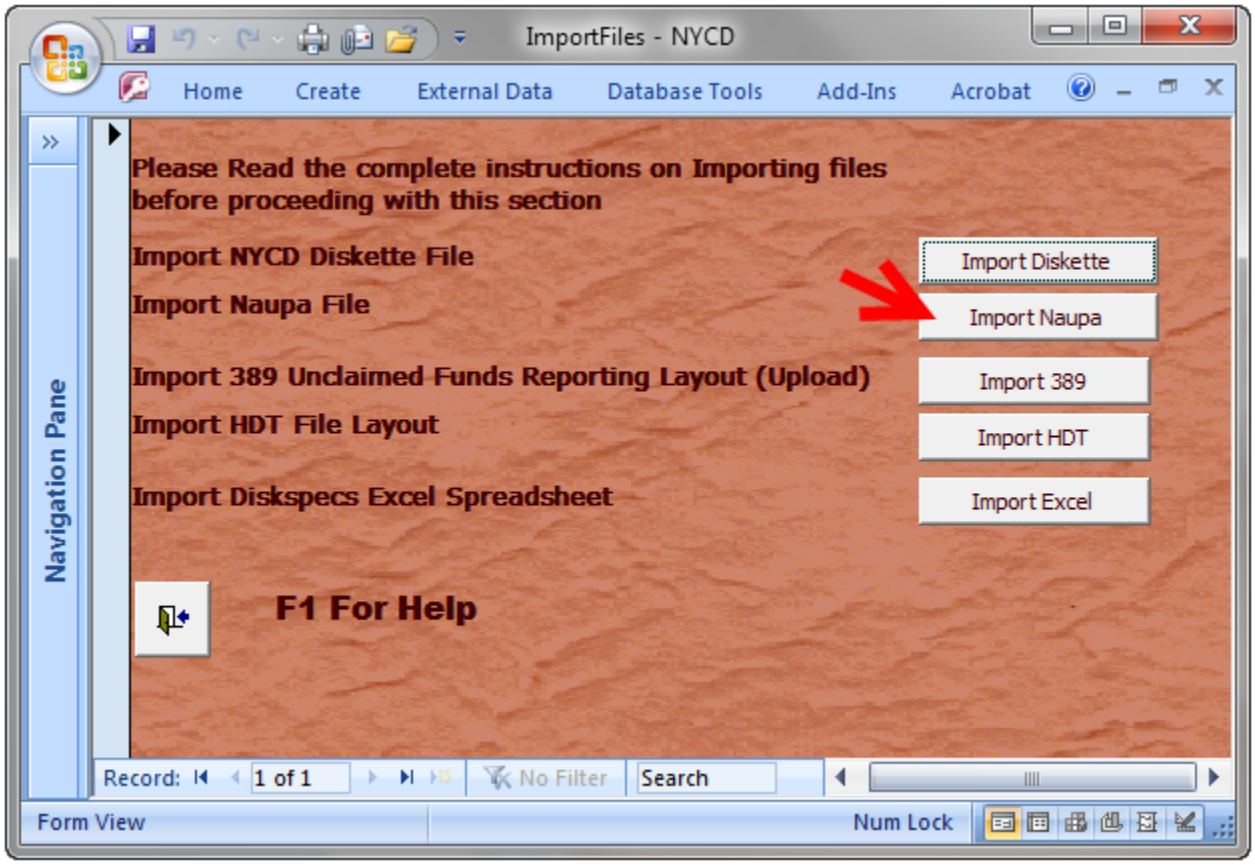
Working with NAUPA Files
Use these instructions to import and use the fixed-width NAUPA text files.

Before you begin…

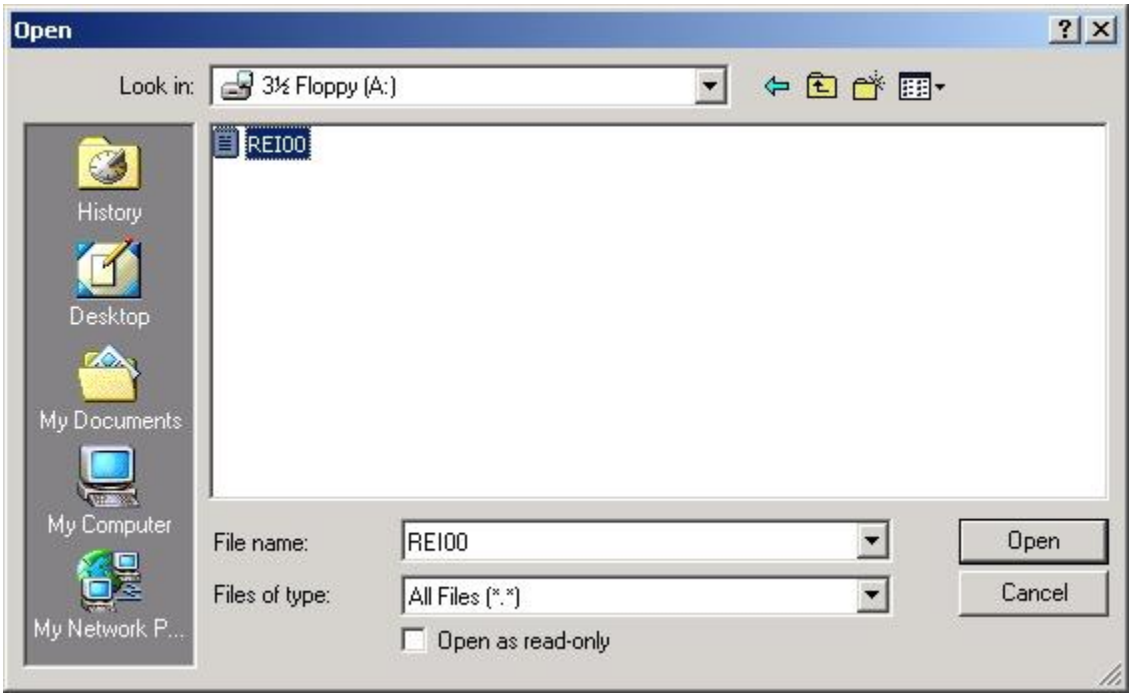
Make sure you know the name of the file you want to import.

1. Click Import Report

   Note: You don't need to enter the report's FEIN, year, and number. This information is already in the NAUPA file.



2. Click Import NAUPA.



3. Open the file you want to import.
4. The file will automatically process, when completed Click the Exit icon.
5. From the switchboard, you can Edit the Report, Contact and Accounts.
6. You can view the NAUPA File Format here.

Working with New Diskette Reporting Layout

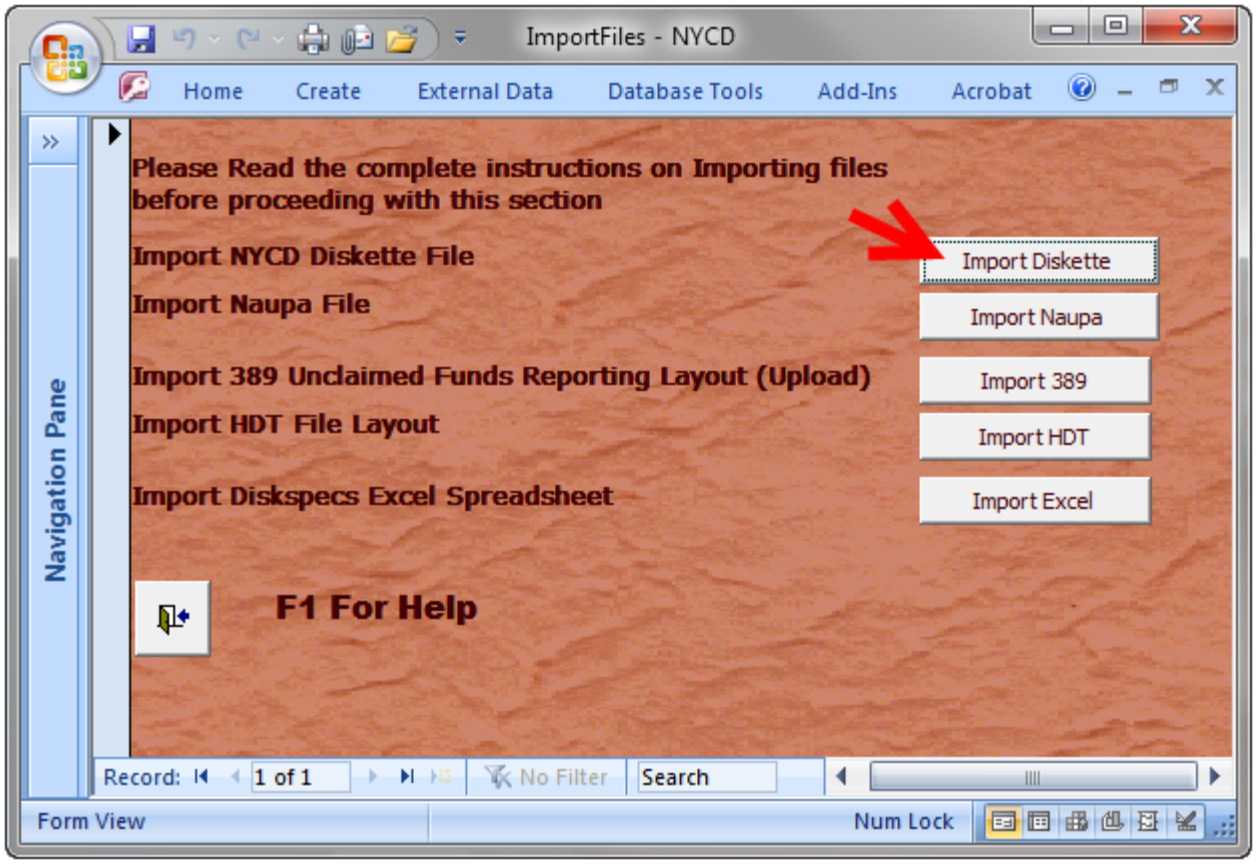
Use these instructions to import and use the new diskette reporting layout.

Before you begin…

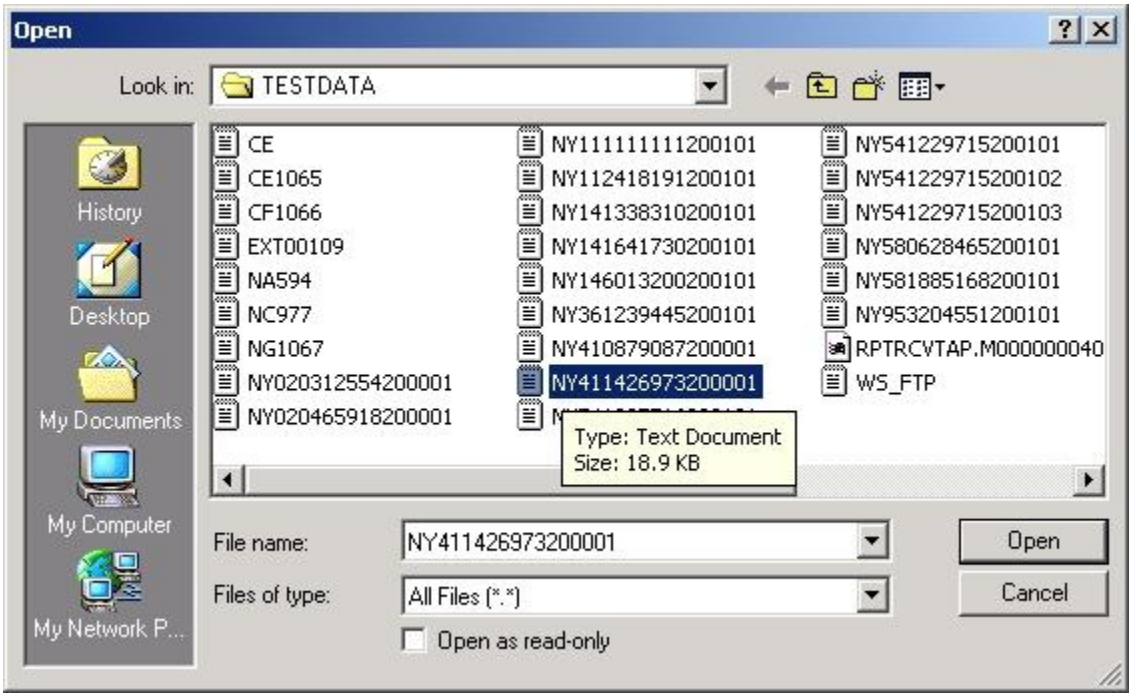
Make sure you know the name of the file you want to import.

1. Click Import Report

   Note: You don't need to enter the report's FEIN, year, and number. This information is already in the diskette file.



2. Click Import Diskette.



3. The Open file Screen appears.
4. Select the file you want to import and click Open.

5. After the File is done processing Exit the screen.
6. When you return to the Switchboard screen you can Edit the Report and Accounts.

NYCD Diskette Report Record layout

Report Record - A REC	LENGTH	START PO	END POS
Type = "A"	1	1	1
Fein	9	2	10
Year	4	11	14
RptNumber	2	15	16
AcctSeq	6	17	22
OwnerSeq	2	23	24
Orgname	60	25	84
Address_1	40	85	124
Address_2	40	125	164
City	40	165	204
State	2	205	206
Zip_Code	5	207	211
Zip_Code_4	4	212	215
Country	20	216	235
State_of_Incorp	2	236	237
Date_of_Incorp	10	238	247
IRS_Bus_Code	6	248	253
Reporter_Div_no	7	254	260
Auth_Bus_NY	1	261	261
Section	10	262	271
Report_Class	4	272	275
Report_Type	1	276	276
Report_End_Date	10	277	286
Report_Due_Date	10	287	296
Total_Cash_Remittances	12	297	308
Number_Cash_Remittances	7	309	315
Initial_Reported_Records	7	316	322
Initial_Reported_Accounts	7	323	329
Initial_Cash_Reported	12	330	341
Initial_Reported_Certs	9	342	350
Initial_Reported_Shares	14	351	364

NYCD Diskette Summary Record layout

Summary Record(s)	LENGTH	START POS	END POS
Type = "B"	1	1	1
Fein	9	2	10
Year	4	11	14
RptNumber	2	15	16
AcctSeq	6	17	22
OwnerSeq	2	23	24
Property_Type	2	25	26
PTInitial_Reported_Cash	12	27	38
PTInitial_Reported_Certs	9	39	47
PTInitial_Reported_Shares	14	48	61
Blank	533	62	594

NYCD Diskette Contact Record layout

Contact Record	LENGTH	START POS	END POS
Type = "C"	1	1	1
Fein	9	2	10
Year	4	11	14
RptNumber	2	15	16
AcctSeq	6	17	22
OwnerSeq	2	23	24
Contact_Type	4	25	28
Title	40	29	68
Name_Prefix	15	69	83
First_Name	15	84	98
Middle_Name_Init	15	99	113
Last_Name	40	114	153
Name_Suffix	15	154	168
Attn_Of	40	169	208
Address_1	40	209	248
Address_2	40	249	288
Address_3	40	289	328
City	40	329	368
State	2	369	370
Province	20	371	390
Zip_Code	5	391	395
Zip_Code_4	4	396	399
Country	20	400	419
Phone_Number	20	420	439
Fax_Number	20	440	459
EMail_Address	40	460	499
Blank	95	500	594

NYCD Diskette Account Record layout

Account Record - D REC	LENGTH	START POS	END POS
Type = "D"	1	1	1
Fein	9	2	10
Year	4	11	14
RptNumber	2	15	16
AcctSeq	6	17	22
OwnerSeq	2	23	24
Multiple Records Indicator	1	25	25
Rptr_Acct_No	20	26	45
Acct_Title	70	46	115
Dorm_Date	10	116	125
Removal_Ind	1	126	126
AcctProperty_Type	4	127	130
Cusip	9	131	139
Method_of_Trans	1	140	140
Property_Desc	70	141	210
Initial_Amt	12	211	222
Escheated_Amt	12	223	234
Escheated_Shares	15	235	249
Naupa_Owner_Type	4	250	253
Deceased_Owner_Flag	1	254	254
SSN_TIN	9	255	263
Prefix	15	264	278
First_Name	15	279	293
Middle_Name_Init	15	294	308
Last_Name	40	309	348
Suffix	15	349	363
Address_1	40	364	403
Address_2	40	404	443
Address_3	40	444	483
City	40	484	523
State	2	524	525
Province	20	526	545
Zip	5	546	550
Zip_Ext	4	551	554
Foreign_Zip	10	555	564
Country	20	565	584
Date of Birth	9	585	594

Working with HDT Import (Header, Detail, Trailer) or (Mag Tape Specs)

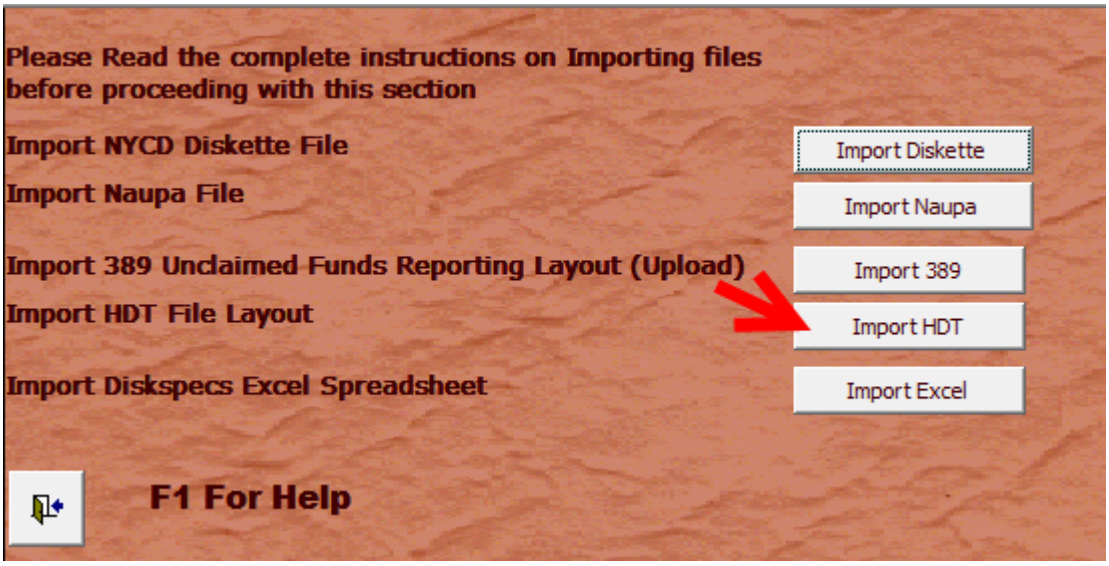
Use these instructions to import and use the HDT Import text files.

Before you begin…

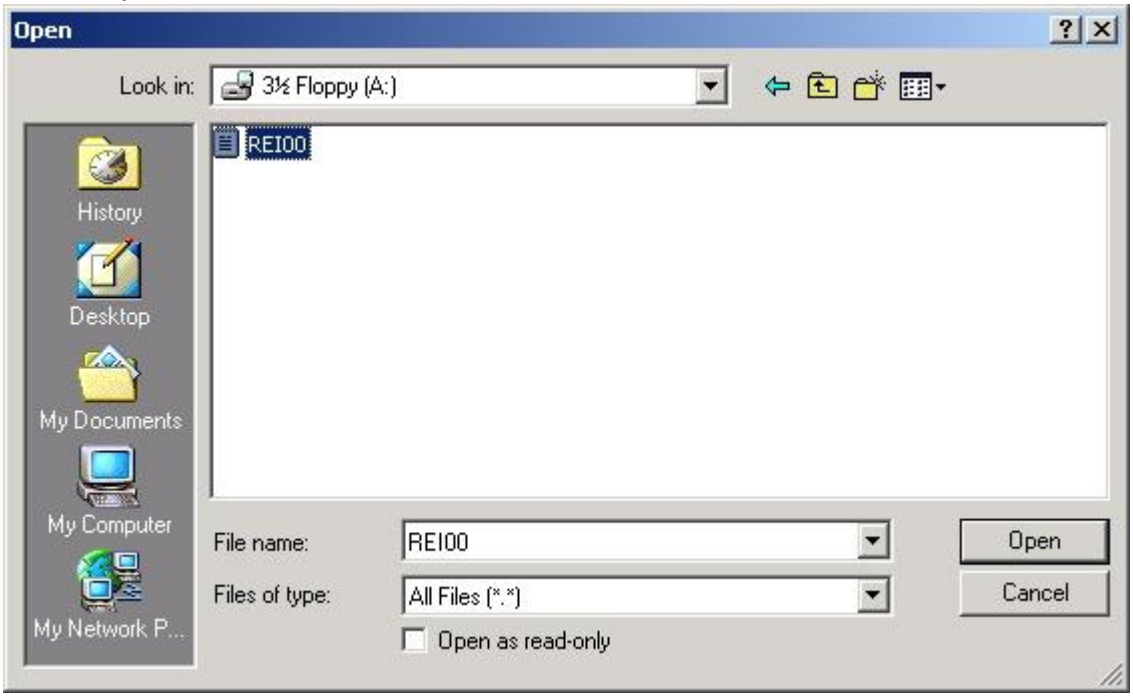
Make sure you know the name of file you want to import.

1. Click Import Report

Note: You don't need to enter the report's FEIN, year, and number. This information is already in the HDT file.


Please Read the complete instructions on Importing files before proceeding with this section
Import NYCD Diskette File
Import Diskette
Import Naupa File
Import Naupa
Import 389 Unclaimed Funds Reporting Layout (Upload)
Import 389
Import HDT File Layout
Import HDT
Import Diskspecs Excel Spreadsheet
Import Excel
F1 For Help

2. Click Import HDT.



3. Open the file you want to import.
4. The file will automatically process, when completed Click the Exit icon.
5. When you return to the Switchboard screen, you can Edit the Report and Accounts.

Magtape File Layout Header Record

Positions	Field	Length	Remarks
1	Record Identifier	1	Constant “H”
2-10	FEIN (Reporter)	9	As used for IRS
11-40	Name 1 (Reporter)	30	Text
41-70	Name 2 (Reporter)	30	Text
71-100	Address 1	30	Text
101-130	Address 2	30	Text
131-150	City	20	Text
151-152	State	2	Text
153-157	Primary Zip Code	5	Text
158-161	Supplemental Zip	4	Text
162-171	Country (if not USA)	10	Text
172-173	State of Incorporation	2	Text
174-177	Month and Year Report is Due	4	Numeric (MMYY)
178-183	Date Report Produced	6	Numeric (MMDDYY)
184-384	Blank	201	Blank

Magtape File Layout Detail Record

Position	Field	Length	Remarks
1	Record Identifier	1	Constant “D”
2 – 10	FEIN (Reporter)	9	As used for IRS
11 – 12	Property Type	2	From Property Type Tables
13 – 18	Unique Reference #	6	For Multiple Owners, use same #
19	Multiple Owner Indicator	1	“X” if 2 or more owners
20 – 39	Last Name	20	Text
40 – 49	First Name	10	Text
50	Middle Initial	1	Text
51 – 53	Suffix	3	Text
54 – 83	Street Address 1	30	Text
84 – 113	Street Address 2	30	Text
114 – 133	City	20	Text
134 – 135	State	2	Text
136 – 140	Zip Code	5	Text
141 – 144	Supplemental Zip Code	4	Text
145 – 154	Country, if not USA	10	Text
155 – 163	SSN	9	Text
164 – 183	Property ID Number	20	Text
184 – 253	Account Title	70	Text
254 – 259	Dormancy Date	6	Numeric (MMDDYY)
260 – 268	Initial Amount	9	Numeric , no decimal

Position	Field	Length	Remarks
269 – 277	Escheated Amount	9	Numeric , no decimal
278	Removal Indicator	1	Blank, “P” , or “R”
279 – 348	Description of Security (Stocks)	70	Text
349 – 357	CUSIP number	9	Text
358 – 361	Blank	4	Text
362 – 374	Number of Shares	13	Numeric, no decimal
375	Method of Transfer	1	Blank, “D” , “P”, or “A”
376 – 384	Blank	9	Text

Magtape File Layout
Trailer Record

Position	Field	Length	Remarks
1	Record Identifier	1	Constant “T”
2 – 10	FEIN	9	As used for IRS
11 – 40	Reporter Name 1	30	Text
41 – 70	Reporter Name 2	30	Text
71 – 100	Address 1	30	Text
101 – 130	Address 2	30	Text
131 – 150	City	20	Text
151 – 152	State	2	Text
153 – 157	Zip code	5	Text
158 – 161	Supplemental Zip Code	4	Text
162 – 171	Country, if not USA	10	Text
172 – 173	State of Incorporation	2	Text
174 – 177	Date Report is Due	4	Numeric (MMYY)
178 – 183	Date Report Produced	6	Numeric (MMDDYY)
184 – 193	Total Escheated Cash in Report	10	Numeric, no decimal
194 – 200	Total Escheated Certificates	7	Numeric
201 – 205	Total Items	5	Numeric
206 – 210	Total Records	5	Numeric
211 – 384	Blank	174	Blank / Spaces

Working with 389 Import

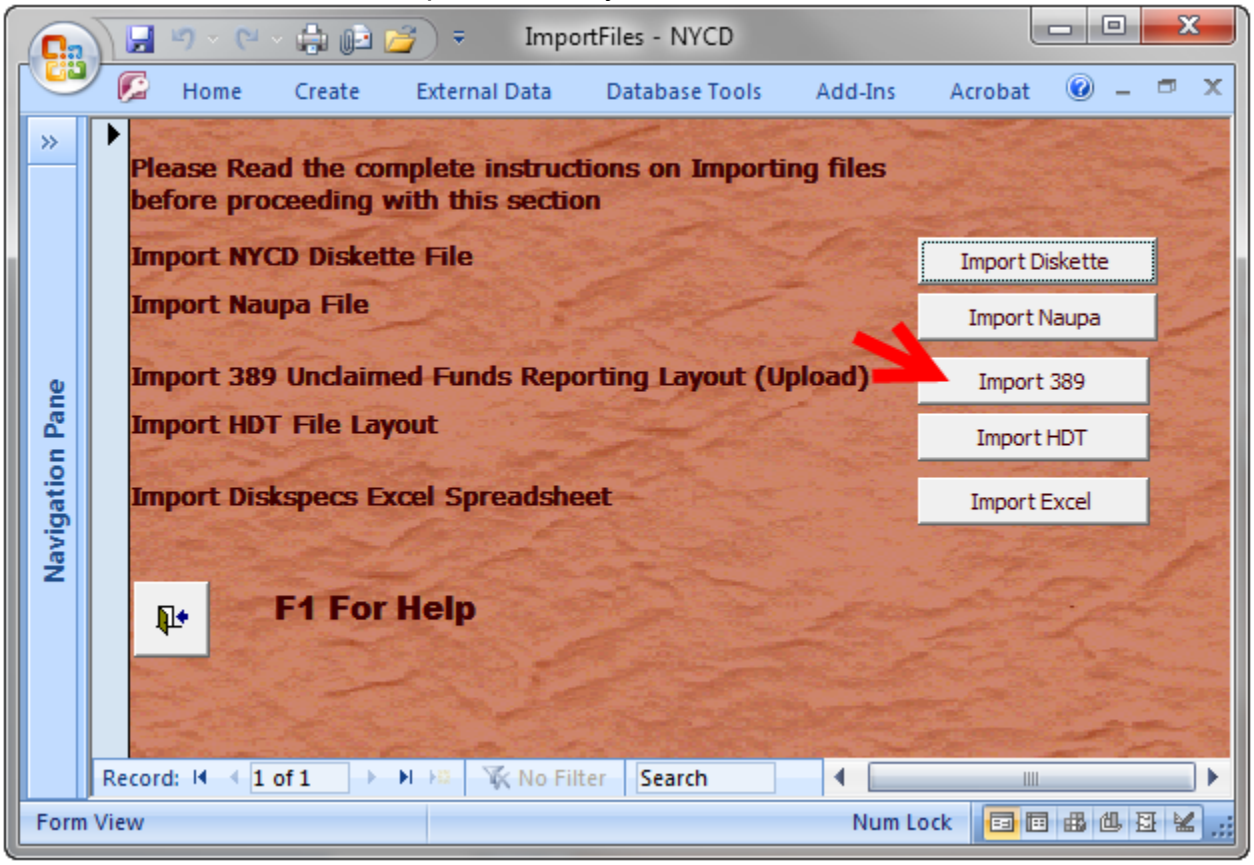
Use these instructions to import and use the 389 Import text files.

Before you begin…

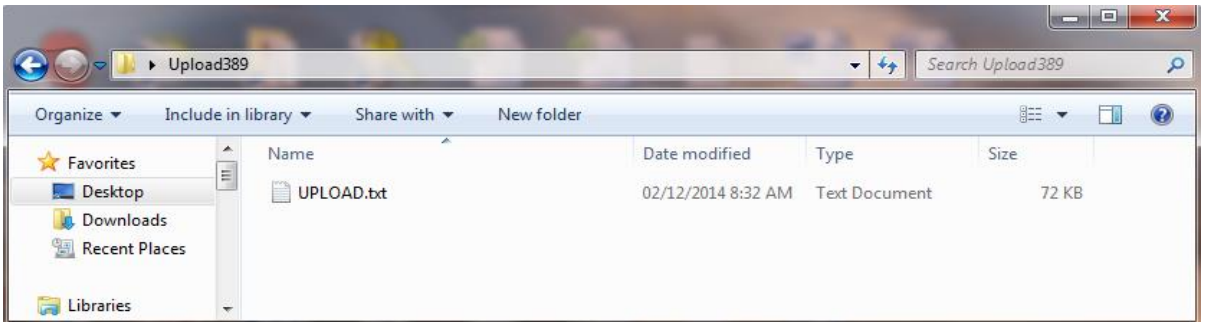
Make sure you know the name of file you want to import.

1. Click Import Report

Note: You need to enter the report's FEIN, year, and number.



2. Click Import 389.



3. Open the file you want to import.
4. The file will automatically process, when completed Click the Exit icon.
5. When you return to the Switchboard screen, you can Edit the Report and Accounts.

UPLOAD TEXT FILE FORMAT

All fields are Text fields; no numeric, currency or date formatting allowed.

(Fields marked in red are mandatory; file will not load if left blank)

Positions	Field	Length	Remarks
1-2	PROPTYPE	2	NY property type code
3-8	RECCOUNT	6	Repeat for multi owner
9	MULTOWNR	1	Blank or X
10-29	LAST	20	
30-39	FIRST	10	
40	MID	1	
41-43	SUFFIX	3	
44-73	ADDRESS1	30	
74-103	ADDRESS2	30	
104-123	CITY	20	
124-125	STATE	2	
126-134	ZIP	9	
135-144	COUNTRY	10	
145-153	SOCSECNO	9	No hyphens
154-173	ACCTID	20	No special characters
174-243	ACCTTITLE	70	No special characters
244-249	ACTIVDATE	6	MMDDYY
250-258	INITAMT	9	No dollar signs
259-267	ESCHAMT	9	#######.##
268	REMINDIC	1	blank
269-338	SECDISCR	70	Stock Issue Name
339-347	CUSIPNO	9	
348-351	CUSIPEXPAN	4	
352-364	NOSHARES	13	Number of shares
365	TRANSFER	1	Stock Transfer Method
366-367	CLASS	2	Blank
368-373	PAY	6	Blank

374-375	UNIQUE	2	Blank
376-377	YEAR	2	Blank
378-379	RPTNO	2	Blank
380	RPTTYPE	1	Blank
381-389	FEIN	9	Reporting Organizations FEIN

Working with Excel Import

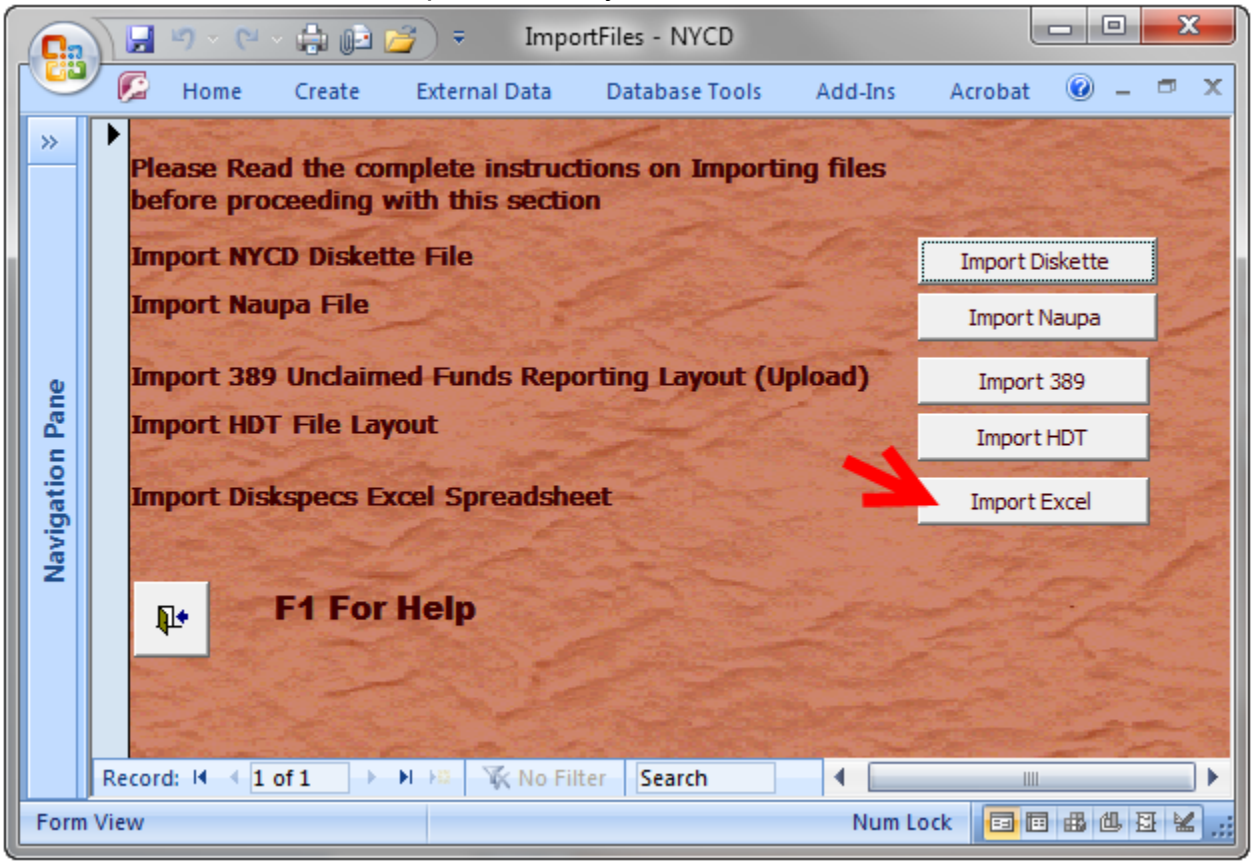
Use these instructions to import and use the Excel Import files.

Before you begin…

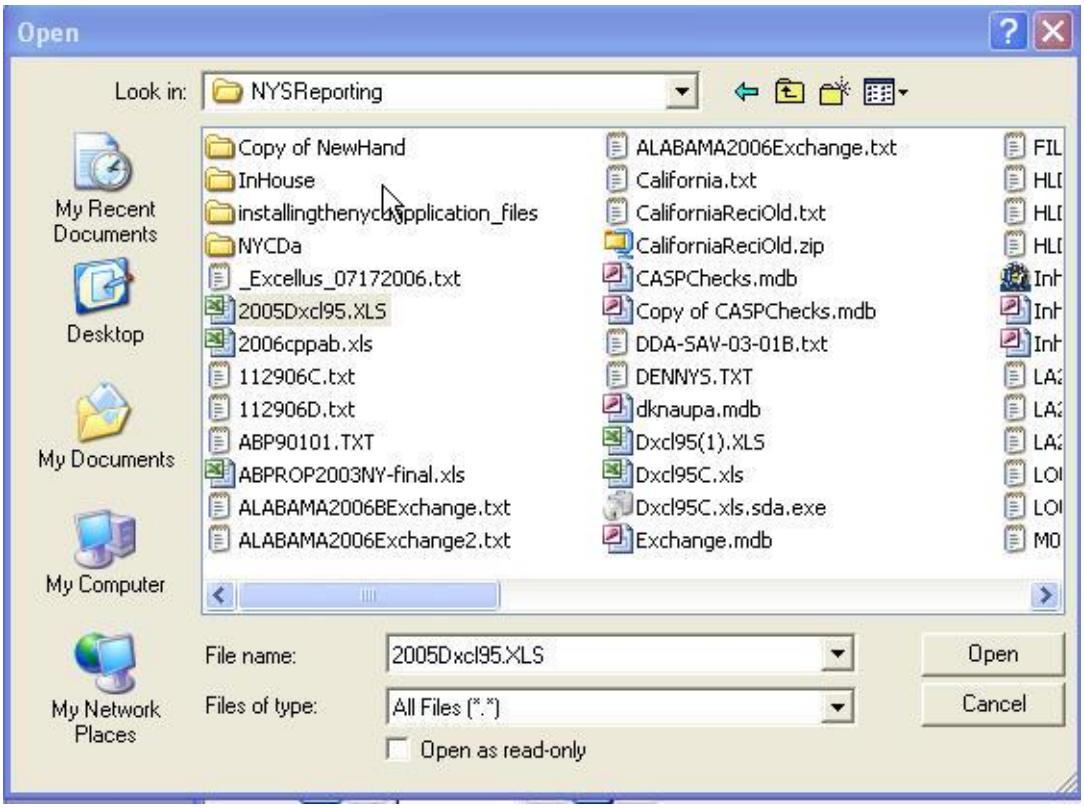
Make sure you know the name of file you want to import.

1. Click Import Report

Note: You need to enter the report's FEIN, year, and number.



2. Click Import Excel.



Open the file you want to import.

3. The file will automatically process, when completed Click the Exit icon.
4. When you return to the Switchboard screen, you can Edit the Report and Accounts.

   The DXCL95.xls spreadsheet is based upon the Upload Format. The same column header names should be used in the same order as the Upload Format. All columns and cells should be formatted to Text, not general, currency, date, or numeric. Do not delete or re-order any columns within the spreadsheet. A copy of the DXCL95.xls spreadsheet is available from our office. Contact NYSRPU@osc.state.ny.us for a copy of the spreadsheet.

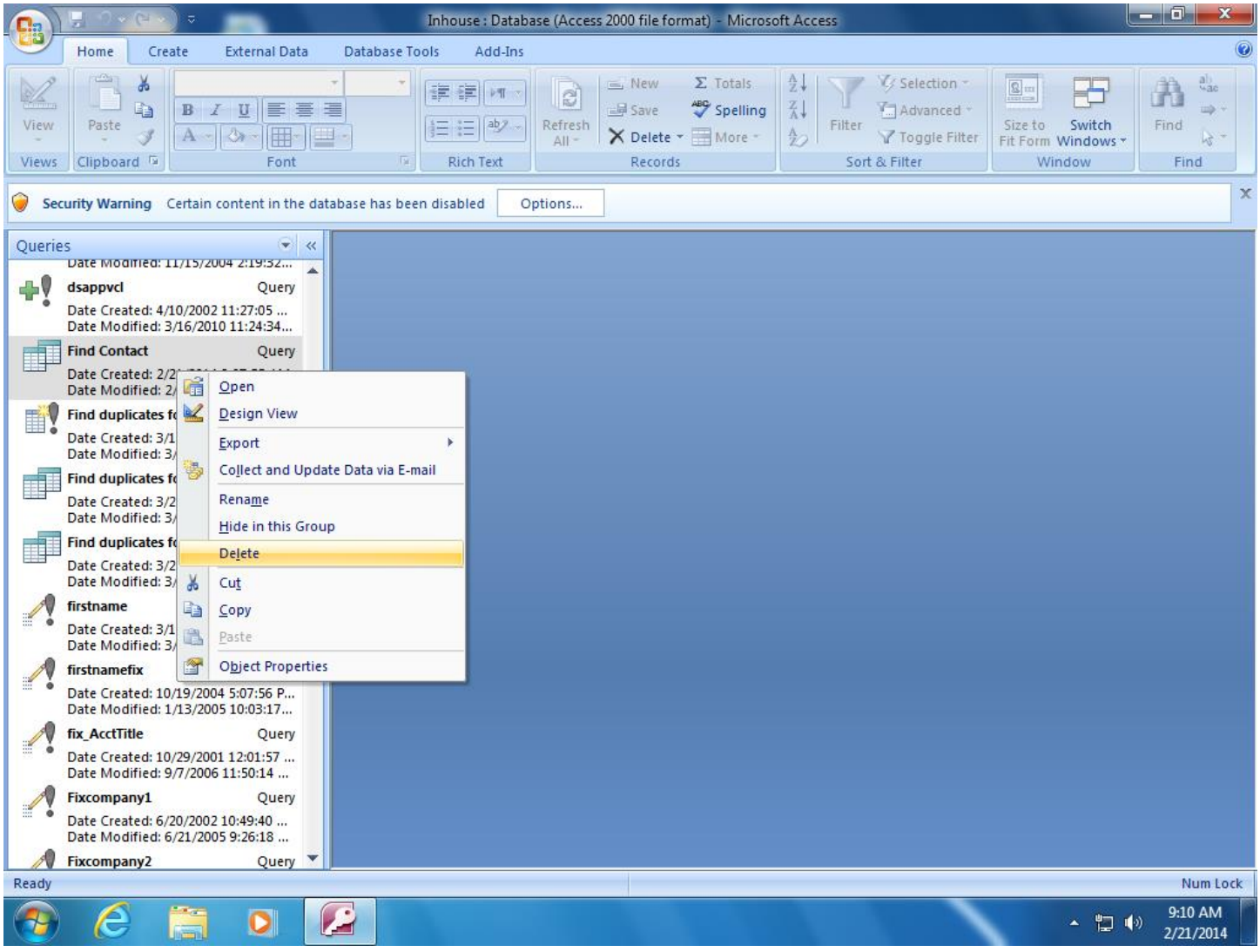
Troubleshooting Error Messages

1. If you receive a Security Alert, VBA Macro:
   Go to: Access/Access Options/ Trust Center Settings / Enable all macros.

2. If you receive the message “No current record:”
   Add information to Report Contact.

3. If you receive the message “Object ‘Find Contact’ already exists:”

   You will need to delete the query entitled ‘Find Contact’ . If you have Microsoft Access, close out of the database. Hold down the Shift Key and reopen the database. This will open the database in Edit mode. Locate Queries and the query Find Contact. Delete the query **Find Contact** and close the database.



If you do not have Microsoft Access, contact us to arrange to have your database sent to us via email so that we can repair it.